

FY 2004 Missouri Local Records Preservation Grant Program



Guidebook and Application

for the project year July 1, 2003 to June 30, 2004

Matt Blunt
Secretary of State

FY 2004 Application Deadline March 1, 2003

- Applications **MUST** be received or postmarked by the deadline date
- Faxed applications will **not** be accepted
- Submit the signed original application plus five (5) photocopies. **Do not staple, permanently secure or place the original in any type of binding or folder**, secure it with a binder clip or paper clip; the duplicate copies may be stapled.

Submit Applications to:

**Local Records Preservation Program
PO Box 1747
600 West Main, Room 107
Jefferson City MO 65102-1747**

ATTN: Grant Administrator

TABLE OF CONTENTS

1. PROGRAM DESCRIPTION AND GUIDELINES

- 1.1 Introduction
- 1.2 Eligible Applicants and Projects
- 1.3 Grant Funding and Local Match
- 1.4 Application Review and Award Process
- 1.5 Grant Administration
 - 1.5.1 General Information
 - 1.5.2 Statutory Obligations
 - 1.5.3 Staff Assistance
 - 1.5.4 Project Changes
 - 1.5.5 Grant Payments
 - 1.5.6 Project Bids and Expenditures
 - 1.5.7 Microfilming Project Requirements
 - 1.5.8 Accounting and Auditing Requirements
 - 1.5.9 Reports
 - 1.5.10 Withdrawal of Grant Funds
- 1.6 Microfilming Projects
 - 1.6.1 Introduction
 - 1.6.2 Reasons to Microfilm
 - 1.6.3 Eligible Records
 - 1.6.4 Special Notes
 - 1.6.5 Project Outline
 - 1.6.6 Preparatory Activities
 - 1.6.7 Record Preparation Sequence
 - 1.6.8 Working with Vendors
 - 1.6.9 Local Records Support

2. APPLICATION PREPARATION TIPS

3. APPLICATION INSTRUCTIONS

- 3.1 Outline of Application Components
- 3.2 General Instructions
- 3.3 Specific Instructions and Sample Pages
 - 3.3.1 Applicant Identification and Sample
 - 3.3.2 Budget Summary
 - 3.3.2-A Budget Summary Sample Form
 - 3.3.2-B Budget Formulation Example
 - 3.3.3 Project Proposal Narrative and Sample
 - 3.3.4 Budget and Financial Considerations and Sample
 - 3.3.5 Related Evaluation Factors and Sample
 - 3.3.6 Support Materials
 - 3.3.6-A Check Payee Sample Form
 - 3.3.6-B Records to Be Microfilmed Sample Form
 - 3.3.7 Application Checklist

4. APPLICATION FORM

Application Identification
Budget Summary
Project Proposal Narrative
Budget and Financial Considerations
Related Evaluation Factors
[Letter of Commitment to be inserted by applicant]
Check Payee Form
Records to Be Microfilmed Form, if appropriate to project
Reader/Printer Request Form, if appropriate to project
[Project Personnel Resumes to be inserted by applicant]
[Identification of services and products to be inserted by applicant]
[Appropriate additions or other relevant information to be inserted by applicant]
Electronic Fund Transfer Form, if appropriate

5. ADMINISTRATIVE RULES

6. VENDOR INFORMATION

- 6.1 Disclaimer
- 6.2 Table of Contents
 - 6.2.1 Microfilm Equipment/Service
 - 6.2.2 Off-Site and Cold Storage Facilities
 - 6.2.3 Shelving and Cabinets
 - 6.2.4 Compact Shelving
 - 6.2.5 Archival Supplies
 - 6.2.6 Storage Boxes
 - 6.2.7 Care of Books
 - 6.2.8 Preservation Photocopying
 - 6.2.9 Duplication of Still Photographs
 - 6.2.10 Renovating Historic Structures
 - 6.2.11 Integrated Pest Management
 - 6.2.12 Disaster Planning and Prevention
 - 6.2.13 Disaster Recovery
 - 6.2.14 Industrial Hygienists
 - 6.2.15 Environmental Control and Monitoring
 - 6.2.16 Air Quality Control
 - 6.2.17 Document Destruction
 - 6.2.18 Preservation Framers
 - 6.2.19 Paper Conservators
 - 6.2.20 Photo Conservators
 - 6.2.21 Paintings Conservators
 - 6.2.22 Textile Conservators
 - 6.2.23 Objects Conservators
 - 6.2.24 Architectural Conservators

Program Description and Guidelines



1. PROGRAM DESCRIPTION AND GUIDELINES

1.1 INTRODUCTION

The Missouri Local Records Grant Program has offered grants each year since the program began in 1991. This financial assistance supports local public records management and preservation efforts. Grants are funded with fees collected by county recorders; on average \$400,000 is distributed per grant cycle. This is a competitive grant program, the number of grant applications and the requested level of grant funding routinely exceeds the total award amount available per grant cycle. The grant program requires all applicants to dedicate local dollars at a prescribed level toward project cost sharing.

Grants are reviewed by the Missouri Historical Records Advisory Board and awarded by the Secretary of State on the Board's advice and recommendation. The grant program operates within the state fiscal year, July 1 through June 30. Official award status occurs with Secretary of State notification of award and the execution of a grant agreement form. All projects must be closed by June 30, which requires not only the submission and approval of a final report, but also repayment of any outstanding monies.

General information about the grant program, a listing of grant workshops, the grant application, and a three-year listing of previously awarded grants is available at the Secretary of State website

www.sos.state.mo.us/archives/localrecs/grants/

1.2 ELIGIBLE APPLICANTS AND PROJECTS

Any local government or political subdivision with taxing authority may apply for local records grant funds. Non-profit institutions may benefit from grant funds if they house public records provided the public executive agency from which the records originated is the grant applicant. Note that court records are not eligible for this program nor are State or Federal agencies eligible.

Examples of the types of records management and/or preservation projects that qualify for consideration include, but are not limited to:

- Planning activities
- Records management
- Preservation, i.e. microfilming
- Conservation of unique and/or historically significant original records

- Professional consultants
- Essential equipment
- Renovation for record storage
- Production of reference tools, finding aids, etc.
- Training or education that is limited to non-academic offerings
- Production of publications that develop public awareness of, and encourage access to, local records

NOTE: Records that originate with an eligible applicant entity as well as any locally significant materials or other records that have been donated to and owned by an eligible public entity may qualify for project funding.

Ineligible activities include, but are not limited to:

- ◆ Projects already completed
- ◆ Expenses incurred prior to the start date of the grant period
- ◆ Existing/permanent staff positions
- ◆ Equipment nonessential to the project
- ◆ Capital improvements to buildings
- ◆ Payments to lobbyists
- ◆ Hospitality expenses
- ◆ Prizes/awards
- ◆ Benefit activities (social, fundraisers, etc.)
- ◆ Educational outreach not available to the public
- ◆ Tuition reimbursement for academic credit
- ◆ Activities having a religious purpose
- ◆ Inventories/guides not available to the public
- ◆ Purchase of manuscripts/records

1.3 GRANT FUNDING AND LOCAL MATCH

Grant Funding

Planning projects are capped at a \$5,000 maximum award with all other projects capped at \$50,000.

There are two maximum percentage levels of grant funding, which are 70% and 50% of the total project cost. All eligible project components, other than non-standard shelving, equipment, or renovation, can be funded at the 70% level. Non-standard shelving, equipment purchases as well as renovation services and supplies are only funded at the 50% level.

Grants funded at the maximum 70% of the total project cost require the remaining 30% of the total project cost to be covered by local match. In certain situations where in-kind contributions are feasible, the local cash match can be as low as 10% of the total project cost. Applicants that have a higher percentage of cash cost-sharing will be given preference when all other things are equal.

Grants requiring a 50% cost share divide the cost of the desired item(s) equally between grant funds and local cash.

Approved project budget categories eligible for grant funding include:

- ✓ Personnel costs as salary only for existing staff working beyond their normal work hours, new, part-time or temporary help
- ✓ Supplies, i.e. general office supplies, consumable items
- ✓ Travel that is appropriately and directly related to the project
- ✓ Commercial vendor services, such as microfilming, conservation, etc.
- ✓ Consultant fees for planning or specified project services
- ✓ Shelving at either the 70% or 50% level depending upon the type of shelving
- ✓ Renovation labor, supplies or materials
- ✓ Essential equipment such as storage cabinets, reader/printers or reader/scanners, humidifiers/dehumidifiers, etc.
- ✓ Other services, commodities, etc. that are pertinent and necessary to the project

NOTE: Please see 'Application Instructions,' at section 3 for additional information on eligible project costs.

Local Match

Any funds designated as local match are limited to project-related use and must be spent within the contract period of the grant. Records must be maintained that show the source, amount of all matching contributions and period in which the match was expended, particularly with regard to any in-kind contributions.

Local cash match consists of new, budgeted funds earmarked for the grant project. This amount must meet the designated percentage of the total project cost if no appropriate in-kind contribution can be claimed.

Local in-kind contributions are non-monetary contributions that allow the value of contributions such as donations, existing services and/or commodities, contributed volunteer time computed at the current Federal minimum wage, etc. can be claimed as a portion of the local match. When in-kind contribution is appropriate the minimum 10% of the total non-equipment project cost **MUST** be cash match. Local match cash, or cash plus in-kind, must meet or exceed the minimum 30% of the total project cost.

Proposals showing a higher percentage cash match will be given preference when all other things are equal.

1.4 APPLICATION REVIEW AND AWARD PROCESS

The grant review process is a competitive one with a set amount of grant monies available for distribution. *Projects that meet the criteria of the grant program, that are well conceived, fully described, and adequately supported in a complete application form, will receive the most favorable review.* The Grant Administrator can provide assistance and guidance in completing the application: draft applications can be reviewed and suggestions offered to guide you in developing your proposal. We encourage you to call if you have questions or difficulties with the application form.

Applications for the FY 2004 grant program are due March 1, 2003. Local Records staff provide preliminary screening for every application. Each application is reviewed for completeness, conformity to application requirements, soundness of budget, and relevance to the purpose of the grant program. Applicants have the opportunity to submit staff-requested clarifications or modifications to a proposal. The Missouri Historical Records Advisory Board (MHRAB) reviews applications in late spring and makes their award decisions. If an application is outside the sphere of expertise of the Local Records staff or the MHRAB, advisors or consultants may be employed to review the application with Local Records covering any consultation fee.

The Board, to avoid any potential conflict of interest in reviewing applications and recommending awards, will:

1. Not consider a proposal where a board member or a member of the Secretary of State's staff will derive compensation
2. Abstain from reviewing or voting on proposals if s/he is
 - Indirectly connected with a proposed project through employment at the same local government agency
 - Indirectly supervises the project
 - Serves as an unpaid consultant to the project
 - Is an officer of an institution, organization or association allied with the proposal
3. Participate in discussion of, but not vote on, a grant proposal if s/he merely subscribes to membership in a private organization or association allied with the proposal.

Projects may be awarded in full, partially funded, or denied funding. The recommended award list is forwarded to the Secretary of State for approval. Award letters and agreement forms are mailed to the awarded applicants.

When scheduling and funding permits, the Secretary of State presents facsimile checks to awarded grantees at an Award Ceremony held during the summer. Grantees can meet informally with the Secretary, Local Records staff and administration, as well as their assigned regional Field Archivist. Legislators are also notified of awards within their jurisdictions.

The Secretary of State Communication Director prepares a media release on each awarded agency that is forwarded to the grantee's area newspaper.

1.5 GRANT ADMINISTRATION

1.5.1 General Information

The Grant Program's *Administrative Rules* (Title 15, Division 30, Chapter 45, Section 030 et seq) provides the operational basis for the Local Records Preservation Grant Program. Text is provided in this application packet at Section 5 and is also available online at:

www.sos.state.mo.us/adrules/csr/current/15c30-45.pdf

1.5.2 Statutory Obligations

Application for and acceptance of grant project funds administered by the Local Records Preservation Program, Office of Secretary of State, obligates the grant recipient to comply with:

- ◆ RSMo 610 (Open Meeting and Records)
- ◆ RSMo 109 (Public and Business Records)
- ◆ RSMo 50 and 34 (as applicable for purchasing procedures)
- ◆ Title VI of the Civil Rights Act, the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990

1.5.3 Staff Assistance

Retain this *Application and Guidebook* for your reference and use after award of grant funds. Many questions that will occur as you implement your project are covered in this publication. Additional pertinent information, materials and forms will be forwarded to the designated project contact after grants are awarded.

A regional Field Archivist is assigned to each grant project. This individual is available to guide and assist you in successfully completing your project. Questions or assistance requests may be directed to your Field Archivist, or to the Grant Administrator.

You can contact the Grant Administrator via

Phone	573-751-2798
Fax	573-526-3867
Mail	Local Records Preservation Program PO Box 1747 Jefferson City MO 65102-1747

1.5.4 Project Changes

The Grant Administrator must receive prior, written notification of any change to the grant project. Changes to the grant include, but are not limited to:

- Any pertinent personnel changes such as authorized official, project contact person or other project staff carrying out specific project assignments; change of address, telephone or fax numbers
- Programmatic changes such as altered dates, added or deleted record series from microfilming projects; modification to the scope of the awarded project; deleted project components or activities
- Budget revisions are permitted only with official approval from Local Records under the following conditions:
 - ❑ the original award amount is not exceeded
 - ❑ all applicable match requirements are met
 - ❑ a written request is submitted on a *Request to Revise* form, and includes
 - ✓ identification of which budget categories and/or budget line items are to be reduced/increased and by what amount
 - ✓ the reason/need for the revision
 - ✓ the total dollar amount of funds to be reallocated

NOTE: Local Records must approve a budget revision prior to the expenditure of the desired fund reallocation

- Project periods are considered for extension when extenuating circumstances, i.e. significant and unavoidable project implementation difficulties, delay completion of the project prior to June 30 closing date of the grant cycle. Extension requests are considered for review under the following conditions:

- ❑ This office has received timely first notice and continuing communication regarding said difficulties prior to an extension request
- ❑ A written extension request submitted on a *Request to Revise* form clearly details
 - ✓ the problem
 - ✓ significant contributing factor(s)
 - ✓ a timeline of preferably 30 to 90 days to complete a scaled-back, manageable portion, if not the complete project

NOTE:

- Extension Requests are not automatically approved: Local Records may disallow, approve as requested, or reduce the extension time period
- Grant projects in Extension Status render their jurisdiction ineligible for future grant award until satisfactory completion of the current project

1.5.5 Grant Payments

Recipients of grant awards less than \$10,000 (\$9,999 and under) will receive 70% of the award amount as a first grant payment generally by the end of September. Any remaining funds due, up to the final 30% of the grant award, will be paid upon submission and approval of the *Final Report*. The total award amount is paid out when the full expenditure of grant funds is documented.

For grant awards of \$10,000 or more the initial grant payment will be 35% of the award amount with a second 35% payment made upon Local Records receipt and approval of an *Interim Report* that illustrates an appropriate level of project implementation has occurred. Any remaining funds due, up to the final 30% of the grant award, will be paid upon submission and approval of the *Final Report*. The total award amount is paid out when the full expenditure of grant funds is documented.

1.5.6 Project Bids and Expenditures

Please note the following with regard to purchasing and bids:

- Commodities or services purchased off state contract under the Cooperative Procurement Program will not require bids.
- Items/services costing \$3,000 or less may be purchased with prudence on the open market

- Items/services cost more than \$3,000 but less than \$24,999 must be competitively bid but do not require a formal mail or advertisement solicitation
- Purchases \$25,000 and more shall be advertised for bids in at least two daily newspapers of general circulation in such places as are most likely to reach prospective bidders at least five days before bids for such purchases are to be opened.
- If the grantee's agency has purchasing requirements more stringent than those as outlined above, local requirements are to be accommodated in lieu of the above
- Documentation of bid solicitation, or purchase off the state contract, is required by Local Records

NOTE: Information regarding the Cooperative Procurement Program is available online

www.oa.state.mo.us/purch/coop.html

or by contacting Karen Herman, Cooperative Procurement Officer

PO Box 801
301 West High St.
Jefferson City MO 65102

Phone: 573-751-2387
Fax: 573-526-3576

Any item or service costing more than \$3,000 will require the solicitation of at least three bids. If you do not receive three bids, proof that bid was requested will be sufficient. IF a vendor does not respond to a bid request, a “no bid” response by a vendor may be counted towards the requirement for three (3) competitive bids provided that the “no bid” vendor(s) could have reasonably been expected to submit a bid. Certification or proof of bid, as well as state contract purchases must be provided as documentation as appropriate when the program reports are submitted.

Project implementation and expenditure documentation is required to support all grant fund payments made by Local Records. The instruction sheet provided with the *Report* forms included in the project contact mailing has examples of approved documentation for commodities and services as well as in-kind contribution. Other documentation, such as consultant contracts, copies of finding aids, manual, etc. produced as a result of grant funding, may be necessary depending on your particular project: documentation of the bid process is also required. The report forms and instruction sheets are included in the project contact's packet that is mailed after grant award is made.

1.5.7 Microfilming Project Requirements

Microfilm produced with grant funding must meet Local Records' technical specifications: the selected vendor must comply with our production and quality control standards for a microfilming project to be successfully completed. Our archival microfilming requirements and standards are included in the publication, *Guidelines for Local Records Microfilming*, **request a copy from this office if you do not have one.**

Local Records must have on file a completed *Microfilm Information Sheet* identifying the selected vendor. Please forward the information sheet to the Grant Administrator after grant award and as soon as you have contracted with the selected vendor.

Records submitted to a vendor for microfilming must include all appropriate targets. Targets are "information" sheets that identify the specific records on the microfilm reels as well as provide handling or processing directions to the vendor regarding your original materials. A sample *Title Target* sheet and clean working copy is provided in the project contact's packet. The sample will assist you in describing the arrangement and description of the records to be filmed.

NOTE: A Field Archivist or other Local Records staff must personally approve records preparation **before** materials are sent to the vendor. A *Checklist for Grant Funded Microfilm Projects* form is completed by the Field Archivist and mailed to the Grant Administrator.

1.5.8 Accounting and Auditing Requirements

Financial records must be kept in accordance with agreed upon accounting practices. Grantees must comply with the audit requirements set forth in Missouri statutes for local government units. These records shall be subject to inspection by Secretary of State staff during regular business hours throughout the grant period and for the following three years after the project is closed. If any litigation, claim, or audit is begun before the end of three (3) years, the records must be retained until such proceeding is resolved. Should any adverse finding occur, a copy of the audit, finding, and report on final resolution must be forwarded to Local Records.

1.5.9 Reports

The Local Records Grant Program requires both the narrative and financial components of program progress reports be completed during the project period. Only expenditures incurred during the inclusive dates of the awarded grant cycle and in the approved budget categories can be claimed. Though the application budget summary is based on rounded-off figures for audit purposes the actual expenditure amounts must be used to complete the financial status report. Documentation of expenditures and bids is required.

The ***Interim Report*** is due on or before **January 15**. If the award amount is over \$10,000, the Interim Report must be submitted and approved before the second 35% grant payment can be made. A ***Final Report*** is due upon project completion and may be submitted in lieu of the ***Interim Report***.

The ***Final Report*** is due on or before **June 1**. A check for unexpended, previous forwarded grant monies, and/or unexpended interest earned on those monies, must be included with the ***Final Report*** or as soon as possible thereafter. Submission of the ***Final Report*** by early May is highly encouraged to avoid a significant payment delay of several months of any remaining grant monies due the grantee. The state computerized financial system's data migrates to the next fiscal year program during June; no grant payments can be processed until the data migration is completed.

1.5.10 Withdrawal of Awarded Grant Funds

Failure to conform to the project parameters as awarded, and/or the programmatic, fiscal or reporting requirements of the grant program as described in this *Application and Guidebook*, or the technical specifications in *Guidelines to Local Records Microfilming*, can put a grantee in default status. In the event Local Records deems a grantee to be in default, the grant will be revoked, funds are forfeited and must be returned to Secretary of State – Local Records. Any grantee in default status who has not returned funds due the Local Records grant program renders their jurisdiction ineligible for future grant award until satisfactory resolution of the out-of-compliance project.

1.6 MICROFILMING PROJECTS

1.6.1 Introduction

Microfilm is the miniaturized images of paper records photographically reproduced on roll film. It is the same basic process of conventional black and white photography: silver compounds in a gelatin emulsion on a film base are exposed to visible light. Microfilm processed according to accepted standards, which produces a clear, accurate and permanent reproduction of the original, can be deemed an original record and admissible evidence in courts and administrative agencies.

1.6.2 Reasons to Microfilm

- Preservation – the microfilm silver master stored under environmentally controlled conditions can retain uncorrupted information for an optimum life expectancy of 500 years for the protection of original document information
- Improved access – information can be easily stored in a single location; immediate copies are readily available with a reader/printer or other appropriate printing or duplicating device. Duplicate film copies can be placed in several locations to improve public access and customer service.
- File continuity – information cannot be disorganized or lost
- Security – remote storage of silver masters provide protection against fire, water, other disasters; replacement microfilm rolls are available
- Economy of space and monies – microfilmed records require approximately 2% of the space occupied by paper documents

1.6.3 Eligible Records

Not all records are eligible for grant-funded microfilming, only records that meet certain criteria qualify for consideration as a microfilm project. This preservation grant program only considers records of permanent, long-term, or significant historical value eligible for microfilm project funding. The Missouri Secretary of State produces and provides retention schedule record manuals for most local government entities. These manuals include basic information on records management, a glossary of terms, and a schedule of retention periods for the standard records of specific offices. Please review the appropriate retention manual to identify the records eligible for microfilming. Retention Manuals are available electronically at

1. Secretary of State web site:

www.sos.state.mo.us/archives/localrec/schedules/

2. or in paper format from the Local Records Division by

Mail PO Box 1747, Jefferson City MO 65102-1747
Phone 573-751-9047 or 751-2798
Fax 573-526-3867

Microfilm projects are awarded for specified, eligible record series; any changes or additions in the record series must be requested in writing and approved by the Local Records Grant Administrator prior to filming. A *Request to Revise* form must be submitted with a *Records to be Microfilmed* form for each added or changed series.

1.6.4 Special Notes

- ❑ A microfilming grant will cover the production of a silver master and one diazo copy on 35mm roll film

- ❑ Only in special instances and with adequate justification will Local Records approve 16mm film
- ❑ Grant-funded microfilm must meet Local Records technical specifications
- ❑ All open reel film:
 - will include appropriate labeling and targets
 - be at least $\frac{3}{4}$ full
 - not contain any plugs or fasteners
 - will be sequentially numbered
 - will have records arranged according to accepted records management practice or standard filing procedures, for example, chronological order, i.e. beginning with the oldest and continuing to the most current records

1.6.5 Project Outline

NOTE: Some steps may be completed concurrently rather than in strictly sequential order.

- Local Records award letter states award amount
- Agreement forms are signed and returned to Local Records
- Grantee evaluates microfilming bids and awards a vendor contract
- *Microfilm Information Sheet* is sent to Local Records
- Grantee prepares the records for microfilming
- Grantee prepares various identification and informational targets for the records and contacts the Field Archivist for review of the targets
- Targets are revised as necessary and approved
- Field Archivist inspects the records and submits *Microfilm Checklist* form to Local Records prior to the records release to the vendor for filming
- Vendor films, develops, inspects, and produces duplicate film copies; silver masters are sent to Local Records for quality control review
- **Local Records completes technical inspection of the microfilm for density and resolution**
- Grantee receives the approved microfilm diazo rolls from the vendor after they pass Local Records inspection
- Grantee inspects the film for appropriate targets, text legibility, and content completeness
- **IF** Grantee and vendor follow up is necessary for re-filming unacceptable products due to illegible text and/or incomplete content; repeat this process beginning at Local Records technical inspection
- Grantee notifies Local Records of film acceptance
- **All film must pass Local Records quality control inspection well before the end of the grant cycle in order for the *Final Report* to be completed and submitted on or before the June 1 deadline**
- Local government official authorizes original record destruction only after all microfilm is complete and acceptable. The local government is responsible for ensuring that all the information is captured.

1.6.6 Preparatory Activities

The final microfilm product will only be as good as your prepared records. Future success in locating specific information is directly related to the time and effort spent preparing the records. Twenty-five percent or more of the grant cycle time frame may be needed to prepare the records for microfilming with up to another 15% needed after microfilming to check the film for record legibility and completeness. Consider the time, staff, supplies, materials and equipment necessary for this activity when selecting the quantity of records to be filmed in a single grant cycle. Personnel, supplies, etc. are eligible project components qualifying for grant funding when preparatory activities are begun after a grant has been awarded.

1.6.7 Record Preparation Sequence

- Check all record storage locations to make sure the range of years is complete for the records you wish to film
- Use the appropriate record manual to identify and separate record series eligible for filming. (NOTE: You must complete this step to correctly complete the *Records to be Microfilmed* form(s) in a grant application.)
- Identify and organize the selected records by office of origin and record series
- Prepare records for filming by
 - unfolding
 - cleaning
 - removing paperclips, staples and other extraneous matter
 - maintaining or establishing logical order, ex. chronological, numerical
 - re-folding, labeling and properly storing
- Produce identification and informational targets
 - ◆ TitleTargets identify each book or loose leaf record series by
 - location: county and/or city as appropriate
 - office of origin
 - record series
 - time frame covered (dates)
 - general information content
 - arrangement information, i.e. chronologically, alphabetically, etc.
 - if the information is confidential or closed
 - ◆ Additional information targets direct
 - attention to the correct microfilming sequence of volumes or boxes
 - specific instruction to the vendor to handle selected pages or items in a particular way

1.6.8 Working with Vendors

A microfilming cost estimate is necessary to complete the grant application. The volume of materials to be microfilmed must be determined and a cost basis established for filming on 35mm roll film that produces one silver master and one diazo copy on open reels. A standard cost basis for microfilming can be a per image cost, the cost per 1,000 images, or cost per bound volume.

Vendors can give you an approximate cost based on the estimated number of images, however, do not expect them to spend extensive time locating and surveying the range and condition of the materials without commensurate compensation for the time and effort involved. If the vendor charges for this level of service it is considered a pre-grant expenditure that is not eligible for reimbursement with grant funds.

After a grant is awarded the grantee evaluates vendor bids and awards a contract for services. The bid and contract processes will establish the performance expectations and responsibilities of both parties for specified services with set parameters within a mutually acceptable time frame and payment schedule.

1.6.9 Local Records Support

Additional information and sample forms will be provided to the designated project contact. These materials, plus *Guidelines for Local Records Microfilming* can assist and guide you through the records preparation and bid process. Assistance is available from your assigned regional Field Archivist as well as the Grant Administrator.

Application Preparation Tips



2. APPLICATION PREPARATION TIPS

Step One – Getting Oriented

READ this *Guidebook and Application* to become familiar with the program

- ◆ Determine if your agency, institution or organization is eligible for this grant program and if your proposed project is eligible
- ◆ Understand what your responsibilities will be if you are awarded a grant
- ◆ Know what information must be included in your application: refer to the application instructions in section 3 to complete the application forms
- ◆ Objectively evaluate your resources; develop a realistic estimate of the funds, staffing and time needed to undertake and complete the project within the grant cycle time frame

NOTE: The best project proposals are focused, achievable and part of a long-term records management plan

Step Two – Getting Started

- ◆ We recommend you separate the individual tabbed sections of this *Guidebook and save them in a folder or binder.*
 - You will want to refer to specific sections as you develop your proposal
 - The *Guidebook* will be a ready reference source of information to effectively administer an awarded grant.
- ◆ Use the application pages in this packet as MASTERS, save them to make working copies for use during your planning process
- ◆ Allow sufficient time to develop a successful proposal
 - Do not procrastinate
 - Guarantee your local funding as soon as possible
 - Prepare a draft, edit and revise to achieve the best proposal possible
- ◆ **Research** to determine realistic costs and don't underestimate the level of staffing and time commitment required. Costs can change; everything will take longer than

you expected; anticipate delay and problems. One of the most frequently made comments in final reports was how much time the project required in excess of what was originally estimated.

- ◆ Contact the Grant Administrator or your regional Field Archivist for assistance if you have questions or need more information about the program in general, more specific detail about your type of project, or the application form in particular.

Step Three – Putting It All Together

- ◆ FOLLOW the application guidelines, instructions and format. A submitted application must be complete
 - Use the current Application form
 - **Refer to the Instructions in Section 3 as you complete each entry**
 - Respond to all the sections
 - Arrange the pages in the correct order
 - Attach all appropriate support materials.
- ◆ Make your responses clear and to the point, your proposal will be judged on content, not weight
- ◆ Check and recheck your budget figures and computations
- ◆ Have someone in another agency or office review your draft for clarity, typos, spelling errors, etc.

NOTE: The Grant Administrator can review your draft application during the months of December and January and offer suggestions to strengthen the proposal

◆ PROOFREAD THE FINAL DRAFT

- ◆ Use the *Application Checklist* to assure the application is complete and the pages in the proper order.
- ◆ Submit the required six (6) copies: your original application plus five (5) photocopies. **Do not staple, permanently secure or place the original in any type of binding or folder**, secure it with a binder clip or paper clip. The duplicate copies may be stapled.
- ◆ **Applications MUST be received or postmarked by the March 1, 2003 deadline date to qualify for further consideration.**

Application Instructions



3. APPLICATION INSTRUCTIONS

3.1 Outline of Application Components

- Applicant Identification
- Budget Summary
- Project Proposal Narrative
- Budget and Financial Considerations
- Related Evaluation Factors
- Support Materials

3.2 General Instructions

- Use the provided application pages and forms as a photocopy master to produce working copies as you develop your application
- If you chose to produce and submit a word-processed application text rather than the provided pages for the application narrative, you **MUST** use the same headings and sequence as the application form.
- **All pages and sections of the application must be completed and arranged in the correct order**
- All appropriate support materials **MUST** be attached to the application
- The original application must be hand-signed by the appropriate authorized official
- Retain a photocopy of the completed application for your files
- Submit six (6) copies: your original application plus five (5) photocopies. **Do not staple, permanently secure or place the original in any type of binding or folder**, secure it with a binder clip or paper clip. The duplicate photocopies may be stapled.
- Local Records must receive applications delivered or postmarked no later than March 1, 2003

3.3 SPECIFIC INSTRUCTIONS

3.3.1 Applicant Identification

NOTE: For all agency or personnel entries, please provide full name, title, complete address including both street and post office box when appropriate, and zip code. Indicate if the phone and fax listing are the same number. If you wish to correspond by e-mail, please provide your e-mail address.

Senate/House Districts – This information is only used for statistical purposes. If you are unsure of the district, please call your local election authority and enter the correct number in the appropriate designated representative category.

Applicant Agency – This is the local government entity/political subdivision with taxing authority as defined by *Missouri Revised Statutes*, or a sub-unit thereof. This agency is generally the direct beneficiary of the applied grant funds, for example, the city clerk or county collector.

Authorizing Agency – If the applicant agency does not have the independent authority to encumber funds or enter into binding contracts, the agency possessing that authority should be identified here, for example, City of X, County of Y. The designated Authorizing Official, or other specifically identified individual with the authority to encumber funds or enter into binding contracts, must sign the budget summary page.

Federal Employer Identification Number (FEIN) – The FEIN number is necessary to set up your grant payment account. This is a nine digit number that usually begins with 43 or 44.

Electronic Deposit of Grant Funds – If you want to receive payments by direct deposit, mark “YES.” If you do not have a previously established and active electronic deposit account, complete the ACH/EFT form in this application and include the requested attachment. Electronic Fund Transfer will remain in effect for agency specified on the Check Payee form unless you notify us that paper check payment is desired rather than direct deposit.

Primary Project Contact – This should be the person who will be managing the project on a day-by-day basis, has daily and immediate knowledge of project implementation activities and status, and will be the designated individual whom Local Records will contact for information on the grant project. Formal project reports may or may not be completed by this person.

Application Preparer – This entry identifies the individual responsible for gathering the application information and completing the forms. Local Records will contact this person should more specific information pertaining to the submitted application be required.

SAMPLE 3.3.1

Missouri Secretary of State
Local Records Preservation Program
FY 2004 Grant Application

*James C. Kirkpatrick State Information Center
PO Box 1747, Jefferson City, MO 65102-1747*

State Senate District: 10

State House District: 164

Applicant Agency: Pitt County Clerk

County: Pitt

Agency Head Name/Title: Ira Burford Gooden

Address: Pitt County Courthouse, Room 111
37 Courthouse Square
Whiteacres MO 65655

Telephone: 213-546-8790

Fax: 213-546-8794

E-mail: goodib@pittco.net

Federal Employer Identification Number (FEIN): 44-44030020

Would you like your funds electronically deposited? ☐ YES ☒ NO

Authorizing Agency (if different from above): Pitt County Commission

Authorizing Official Name/Title: Isaac Neville Charge, Presiding Commissioner

Address: Pitt County Courthouse, Room 112
37 Courthouse Square
Whiteacres MO 65655

Telephone: 213-546-8791

Fax: 213-546-8794

E-mail: charin@pittco.net

Primary Project Contact Name/Title: Wright Handy, Deputy Clerk

Address: Pitt County Courthouse, Room 111
37 Courthouse Square
Whiteacres MO 65655

Telephone: 213-546-8790

Fax: 213-546-8794

E-mail: handwr@pittco.net

Application Prepared by (Name/Title): Wright Handy, Pitt County Deputy Clerk

Address:

Pitt County Courthouse, Room 111
37 Courthouse Square
Whiteacres MO 65655

Telephone: 213-546-8790

Fax: 213-546-8794

E-mail: handwr@pittco.net

Date: 2/20/03

3.3.2 Budget Summary

NOTE: This section will be completed after you have determined what the individual component costs of your project are.

Round off all figures on this form to the nearest dollar: this figure must reasonably correspond with the totals provided in the budget detail section of the narrative.

Check your figures and computations to verify the costs entered and verify that local match percentages meet grant requirements. For example, projects allocating grant funds at the maximum 70% of the total project cost require a 30% local match. In situations where in-kind contributions are appropriate the local cash match can be as low as 10% of the total project cost and the remaining local match covered as in-kind.

Budget Summary: Identify and provide budget category costs and totals. These figures must accurately summarize the budget detail totals provided in your application narrative. Please note that grant funds plus local cash match MUST be equal to the cost of new personnel, vendor, consultant services, or purchased commodities, products, equipment.

Signature of the Authorizing Official establishes official approval of the submitted project proposal and budget. **The signatory individual must be the authorized local governmental or political subdivision official with the statutory authority to enter into binding contracts and encumber funds for the applicant agency, or other duly designated individual with such authority in the agency.**

NOTE: This authorized official will also be the signatory agent for the Grant Agreement, which establishes a contractual relationship between the Secretary of State, Local Records and the awarded grantee.

SAMPLE 3.3.2-A BUDGET SUMMARY

Budget Category	Grant Funds (70% maximum)	Cash Match (10% minimum)	In-Kind	TOTAL (100%)
<i>Personnel</i>	<u>400</u>	<u>102</u>	<u>1598</u>	<u>2100</u>
<i>Supplies</i>	<u></u>	<u>90</u>	<u></u>	<u>90</u>
<i>Travel</i>	<u></u>	<u></u>	<u></u>	<u></u>
<i>Vendor</i>	<u>4500</u>	<u>100</u>	<u></u>	<u>4600</u>
<i>Consultant</i>	<u></u>	<u></u>	<u></u>	<u></u>
<i>Other: Specify</i>	<u></u>	<u></u>	<u></u>	<u></u>
<u></u>	<u></u>	<u></u>	<u></u>	<u></u>
<u></u>	<u></u>	<u></u>	<u></u>	<u></u>
<i>Shelving</i> <i>(Standard Metal)</i>	<u>693</u>	<u>507</u>	<u></u>	<u>1200</u>
Subtotals	<u>5593</u> (70% maximum)	<u>799</u> (10% minimum)	<u>1598</u>	<u>7990</u> (100%)

[Note: Local Match = 30% of this portion of the project cost]

<i>Equipment: Specify</i>	<i>50% GRANT funds</i>	<i>50% CASH match</i>	
<i>Microfilm</i>			
<i>Cabinet</i>	<u>175</u>	<u>175</u>	<u>350</u>
<u></u>	<u></u>	<u></u>	<u></u>
<u></u>	<u></u>	<u></u>	<u></u>
Subtotals	<u>175</u>	<u>175</u>	<u>350</u>

Grant Funds Requested:5768**Total Project Cost:**8340

Certification of Authority to Secure and Encumber Project FundsIsaac Neville Charge, Presiding Commissioner*Printed Name/Title of Authorizing Official****Isaac Neville Charge****Signature of Authorizing Official*Date February 20, 2003

SAMPLE 3.3.2-B BUDGET FORMULATION

Non-equipment project components are funded up to 70% of the total project cost; the remaining 30% of the total project cost must be provided as local match. A minimum 10% can be provided as cash match **IF** appropriate in-kind costs can be claimed.

70% maximum LRP grant funds
30% minimum local match (when appropriate, as a minimum 10% as cash with the remainder as in-kind)
100% total project cost

EXAMPLE: A microfilming and shelving project is estimated to cost a total of \$8,340

level		Microfilming component at 70% grant funded	
	Personnel estimate =	\$	2,100 (140 hours x \$15.00/hr)
	Estimated Supply costs =	\$	90 (for folder, boxes etc.)
	Vendor estimate =	\$	4,600
	Shelving quote =	\$	<u>1,200</u>
	Microfilming subtotal =	\$	7,990
	70% grant funds =	\$	5,593 (\$7,990 x .7)
	10% local cash match =	\$	799 (\$7,990 x .1)
	20% local in-kind =	\$	<u>1,598</u> (\$7,990 x .2)
	Microfilming subtotal =	\$	7,990

Reader/printers, non-standard metal shelving, and other equipment items are funded at the 50% level.

Equipment component	
Microfilm Cabinet estimate =	\$ 350
50% grant funds =	\$ 175 (\$350 x .5)
50% local match =	\$ <u>175</u>
Equipment subtotal =	\$ 350

Total budget breakdown:

Grant Funds =	\$ 5,768 (\$5,593 + \$175)
Cash Match =	\$ 974 (\$ 799 + \$175)
In-Kind Match =	\$ 1,598

NOTE:

- Grant funds plus local cash match **MUST** equal the cost of new personnel/vendor/consultant services, or purchased commodities/products/equipment
- Applicants that have a higher percentage of cash cost-sharing will be given preference when all other things are equal
- Round your figures off to the nearest dollar to show whole dollar amounts for the Budget Summary
- Please call the Grant Administrator if you need assistance with your budget

3.3.3 Project Proposal Narrative

Statement of Purpose - This is a brief and clear statement that identifies your problem and goal.

Project Summary - Provides more detail for the statement of purpose. It is a description of how the project will be developed and implemented. It describes the current situation, provides an overview of the necessary activities that will address your problem, and states the anticipated result of a successfully completed project.

Detailed Timeline and Work Plan - Lists by specific months, or weeks of the month, the progressive steps that will be accomplished within each time frame. Be sure to allow sufficient preparation time at the beginning of your project and sufficient reporting time at the conclusion of your project. **Your project must be completed**, i.e. all activities finished, equipment purchased and in place, all microfilm received and approved by Local Records, **well in advance of submission and approval of your *Final Report* on or before June 1, 2004.**

Project Objective(s) - Identify the expected result(s) or outcome(s) you hope to achieve. These are specific, understandable, and when possible, measurable results, for example

- All student cumulative records from 1920-1960 will be prepared for future microfilming
- OR
- Shelving units and filing cabinets will be installed and in use by March 2003
- OR
- Reader/printer will be installed, operational, and appropriate staff trained in its use by January 2003, and
- 30% of the Recorder of Deeds original records will be microfilmed by February 2003

Evaluation of Project Results - How will you identify and/or measure the anticipated result(s) of your project? Will there be an improvement in: space allocation, job efficiency, job functions? Are cost savings expected? Are you able to serve the public or perform your duties more effectively?

SAMPLE 3.3.3 Project Proposal Narrative

1. Statement of Purpose

Pitt County will organize and consolidate all its commission records in a designated record storage area.

2. Project Summary

The county clerk will gather and organize current paper and microfilm materials plus microfilm Commission Minutes, Resolutions, Ordinances and Indexes from 1890 to 2000 to improve management of and access to commission's records.

3. Detailed Timeline and Work Plan

July – Sept.	Purchase supplies; locate, gather and organize records
Sept. – Oct.	Initiate bidding, contracting and purchasing of shelving, microfilming service, and microfilming storage cabinet
Oct. – Dec.	Complete records and target preparation and get check-off approval for filming Install shelving; transfer paper files Install cabinet and store existing microfilm
Dec. – Jan.	Submit Interim Report Begin checking returned microfilm for legibility and completeness
March	Anticipate project completion: all film inspection completed and the paper records transferred to the Pitt County Historical Society
May	Submit Final Report

4. Project Objectives

By May 1

- Record storage area completed and in use
- All Commission records arranged and stored with retention schedules noted
- All Commission Minutes, Resolutions, Ordinances and Indexes from 1890 to 2000 microfilmed

5. Evaluation of Project Results

Determination of the time needed to locate records prior to beginning this project and after project completion will establish the anticipated reduction in staff time and labor to manage our records and provide service to county constituents.

3.3.4 Budget and Financial Considerations

Budget Detail, Explanation and Justification - Provide a detailed breakdown and cost basis for each component part included in the budget category totals summarized in the *Budget Summary*. In some cases a brief statement is necessary to explain why these expenditures are appropriate; for example, the reasoning for selecting a reader/printer/scanner rather than an analog reader/printer. The total cost for each budget category on this page should be approximately equal to the totals show in the *Budget Summary*: remember the *Budget Summary* figures are rounded off to the nearest dollar.

LINE ITEM ENTRIES

Personnel – Show staff name or position if new staff is to be hired, pay rate, hours to be worked and total for salary. If benefits are also to be paid, this should also be shown here. Grant funds will not cover benefit costs, but this expenditure can be designated as local match.

Supplies – List the type, quantity and cost of the desired supplies and materials. Provide a per-unit cost and total(s).

Travel – Indicate the destination and reason for travel. Show the mileage and cost total at the local reimbursable rate or at the current state rate of 33.5 cents per mile, whichever is lower. When appropriate, meal and lodging costs are listed and included in this budget category.

Vendors – Provide an estimated cost for microfilming a designated selection of records. Indicate the per-image, or 1000-image rate, and total number of estimated images as the cost basis for your project. Copies of vendor(s) estimate(s) should be included as an attachment to your application.

NOTE: Microfilm storage costs cannot be included

Consultant – Indicate the general services the consultant will provide in addition to salary and other listed compensation costs. Copies of the consultant's fee estimate or cost proposal should be included as an attachment to your application.

NOTE: Awarded projects will need to send a copy of the service contract and a copy of any publication(s) produced by the consultant to the Grant Administrator.

Other – This can include grant or local cash match cost for such things as shipping costs, newspaper ads for bids; in-kind items, such as utilities, space, etc. provided as a local match; or the cost of appropriate, project-related equipment to be purchased solely with local funds and designated as cash match.

NOTE: It is not always advantageous to increase the total project cost with additional budget items or excessive in-kind as the local cash match dollar amount will increase in proportion to the total project cost.

Shelving – **ONLY** industrial-type metal shelving costs at the 70% grant funded level can be included here. These shelving units generally consist of four 13- gauge round-edge angle-upright posts drilled with holes at standard intervals. The shelves (30" by 42") are attached with stove bolts and nuts. Depending on the height of the unit, braces may be an additional shelving unit component. A basic info sheet on record room shelving, storage boxes, and selected appropriate equipment is available upon request from the grant administrator. Other shelving with similar construction may also qualify at the 70% grant funding level. List the per-unit cost, the number of units desired, and the total shelving cost. Any vendor installation costs are also included here.

NOTE: All other types shelving e.g. compact shelving, open lateral file, etc. is funded at the 50% local cash match level. Wood shelving is not funded.

Equipment – All other types of project appropriate equipment is funded at the 50% local cash match level. List equipment here and show the per-item and total costs. Equipment maintenance costs cannot be included under grant funds or as local cash match. It is best not to provide make and model names/numbers, but do indicate more generic specifications or capacity of a given item. General terms for equipment items, rather than a listing of component parts, should be entered on the *Budget Summary* sheet; for example, Reader/Printer.

Renovation supplies and materials can be indicated in generic terms on the *Budget Summary* sheet (ex. Electrical fixtures and labor), but the breakdown should be a bit more detailed here. Show the per-item charge, number of items and total cost. Component supplies for secure-storage and basic construction are included in this budget category.

Computer hardware, software and services should be detailed here with per-item and total cost indicated. Again, use generic terms.

Funding Source – Indicate the source of your local match funds, i.e. tax levy, fees, private donation, etc. Explain the need for grant funds and why local funds are not available to fully fund the project.

Interest-bearing Account – Identify the banking institution in which your grant payments will be held. Interest earned must be reported and either spent on the project or returned to Local Records when the project is completed and the *Final Report* submitted.

Accounting Methods and Audit Procedures – What agency, department, or staff manages your finances? Are existing fiscal checks and balances in place with this arrangement? Who audits your agency and when was your last financial report or audit done?

SAMPLE 3.3.4 Budget and Financial Considerations

6. Budget Detail, Explanation, and Justification

Personnel – I.B. Gooden	140 hours at \$15.00	= \$ 2,100
Supplies – Boxes (12x15x10) approximately 80 at 25 cents each		= 20
Folders (Letter size) approximately 10 boxes at \$5.00 each		= 50
Assorted misc. office supplies, ex. Markers, heavy duty tape, etc.		= <u>30</u>
		\$ 90
Vendor Estimate – 54,117 pages at 8.5 cents per page		= \$ 4599.95
Shelving – estimated 10 units at \$120 per unit		= \$ 1200
Microfilm cabinet – 1 base unit with approximately 5 add-on drawer units		= \$ 350

7. Funding Source

The county budget is based on tax revenue; local match will be budgeted. Due to a declining revenue base the county is unable to meet the full cost of this records management and preservation project.

8. Interest-bearing Account Information

Carnegie Pittman Central Bank

9. Accounting Methods and Audit Procedures

The county treasurer manages all accounts according to standard accounting practices. The county is audited annually with the last audit completed by Bosh, Nosh and Tuttle in 2002.

3.3.5 Related Evaluation Factors

Statement of Previous Actions – What other records management and/or preservation projects have been completed? Were they managed entirely in-house; with the assistance of a Local Records Field Archivist; in conjunction with the Local Records office; funded by other grants; or with other outside sources of funding? Briefly describe the activity/activities and result(s).

Impact of this Project and its Importance in Terms of Long-Range Planning – Describe the broader effect of meeting your objectives. How will this project fit into your agency's overall management, preservation and access plan?

Future Records Management and Preservation Projects – Are similar or supportive projects considered by the entity? How will future activities be funded?

SAMPLE 3.3.5 Related Evaluation Factors

10. Statement of Previous Actions

Our paper records have not been organized or maintained in the most effective manner and the records scattered in different areas.

Minimal microfilming was completed in the 1970's by the county clerk's office. The county paid for the filming services by a vendor who is no longer in business: we expect the records were not produced to Local Records standards.

11. Impact of this Project and its Importance in Terms of Long-Range Planning

The Commission expects this project to initiate an improved records management process that will maintain good records practice resulting in improved staff and constituent access. We consider this the first step in an on-going process to eventually microfilm all permanent county records for security of critical information.

12. Future Records Management and Preservation Actions

The county will budget funds to continue this process, but will reapply for grant funds for larger projects that cannot be accommodated with strictly local dollars.

SUPPORT MATERIAL

- *Check Payee form - **Required***
- *Letter of funding commitment and local match from the authorized official - **Required***
- *Records to be Microfilmed form(s) - **Attach as appropriate***
- *Reader/Printer Request form - **Attach as appropriate***
- *Resumes of project personnel, consultant, volunteers, etc. - **Required***
- *Identification of services, equipment, supplies, etc. - **Attach as appropriate***
- *Appropriate additions or other relevant information/materials - **Attach as appropriate***
- *Electronic Fund Transfer form - **Optional***

3.3.6 Support Material

Required:

- *Check Payee* form identifies the agency to whom the grant checks will be made payable and to whom the check and other payment information will be mailed. Provide the agency name, and if appropriate, office, and their address; for the person to receive payments and other related information, provide an individual's name/title, agency name, mailing address and telephone number.
- *Letter(s) of Commitment* should be drafted by the authorizing agency and/or the organization(s) that will provide matching funds for the grant project stating that local match will be provided. The percentage level(s) of matching funds should be stated.
- *Resumes* for all staff and/or consultants who will be working on the project must be provided. Briefly describe each person's regular duties as well as their project responsibilities.

Project Specific:

- Complete the necessary forms, *Records to be Microfilmed* and/or *Reader/Printer Request* form(s), if they apply to your project. Make duplicate clean-form copies as needed. The reader/printer form can assist you in selecting appropriate equipment.
- Provide copies of brochures, vendor catalog pages, spec sheets, vendor bids, consultant info, or other materials that will identify the desired supplies, services, equipment, etc. desired.
- Include additions such as floor plans, sample forms, letters of support, etc. as appropriate to your project. If you are requesting shelving or undertaking a renovation project include floor plans of the current and projected areas. Show the placement of shelving and any other equipment or furnishings.
- If necessary add other relevant information/materials to support your proposal. This may include samples, photographs, and/or descriptions of items or services that are part of the project and have not been noted or illustrated elsewhere in the application.

Optional:

- Complete the *Electronic Fund Transfer* form if you prefer this direct deposit option or a paper check. Instructions to complete the form follow.

ELECTRONIC FUND TRANSFER FORM INSTRUCTIONS

Completion and return of this (ACH/EFT) Electronic Fund Transfer form will establish electronic financial transactions for your agency/institution/department. This form may also be used to change or cancel an existing direct deposit account. Please provide the following information; ACH/EFT form follows on the next page.

- **Vendor Code** – Line 1 - Leave this line blank, vendor codes are assigned by MO Office of Administration
- **Vendor Name** – Line 2 - Enter your agency, institution, or organization name
- **Vendor Address** – Line 3 - Provide your mailing address, city, state and zip code
- **ABA Routing Number** – Line 4 - Your financial institution's routing number (9 digits) is printed on the bottom left hand portion of your business checks or deposit tickets. If you are unsure of the proper routing number contact your financial institution for this information.
- **Depositor Account Number** – Line 5 - Your deposit account number is printed on the bottom of your business checks following the routing number. NOTE: the check number is not included in the depositor account number. This account number will also be listed on your regular bank statement. If you are unsure of the proper depositor account number contact your financial institution for this information.
- **Description** – Line 6 - Enter what type of transaction this form will initiate: New Request, Change Request or Cancel Direct Deposit.
- **Bank or Financial Institution Name** – Lines 7 through 10 - Enter your Bank or Financial Institution name, address, city, state and zip code along with their phone number including the area code.
- **Type of Account** – Line 12 - Check the appropriate box for a Checking Account or Savings Account
- **Authorized Vendor Signature** – Lines 14 and 15 - Sign, date and include a phone number

DO NOT COMPLETE SECTION B

1. Attach a voided check or voided deposit ticket to the back of the **ACH/EFT** form. This is necessary to verify your account information with your financial institution.

2. Return the completed application to:

Grant Administrator
Local Records Program
PO Box 1747
Jefferson City MO 65102-1747

3. Electronic transfers will be initiated approximately 30 days after a properly completed application is approved by the Division of Accounting

4. Regarding Change of Financial Institution or Depositor Account: Deposits will continue into your established designated account and financial institution/bank until the Division of Accounting is notified that you wish to redesignate your account and/or your financial institution. To complete and submit a new Vendor ACH/EFT Application specifying "Change" line (6 Description) with the new information. Forward the completed form to Local Records at the above address. PLEASE DO NOT CLOSE AN OLD ACCOUNT UNTIL THE FIRST PAYMENT IS DEPOSITED INTO YOUR NEW ACCOUNT.

CHECK PAYEE FORM

Missouri Secretary of State
Local Records Preservation Program
FY 2004 Grant Application
CHECK PAYEE FORM

This form identifies the agency/institution/organization grant checks will be made payable to and the individual designated to receive mailed checks if electronic direct deposit is not requested.

Check Payee Information:

1. List the name and address of the check payee – do not include an individual's name, only the name and address of the agency to which the check must be made payable.

AGENCY: Pitt County

ADDRESS: 37 Courthouse Square
Address

Whiteacres MO 65655
City, State, Zip

2. Please indicate the individual to whom grant payments should be mailed. This person may be the project contact, or other designated individual representing the applicant or authorizing agency. **The check and/or other payment information will be mailed directly to this individual.**

NAME/TITLE: Pitt County Treasurer

ADDRESS: 37 Courthouse Square
Address

Whiteacres MO 65655
City, State, Zip

TELEPHONE: 213-546-8797

3.3.6-B Records to be Microfilmed

This form must accompany a grant application for microfilming. Provide one form for each records series.

Municipal Records Manual, page 9, entry 0037

Indicate on this line the record manual title and page or entry number for this permanent record series

Office of Origin: Anytown City Clerk

Records Series Title: Ordinances

Inclusive Dates: 1879-1999

Arrangement: Chronological. Indexed Numerically.

Information Content: Ordinance number, title, statement of provisions, date ordinance was
passed/approved

Format

- ☐ Bound volumes
- ☒ Loose leaf files
- ☐ Continuous computer paper
- ☐ Aperture cards

Quantity

- ☐ Number of volumes: _____
- ☐ Estimate number of pages per volume: _____
- ☒ Estimate number of loose leaf pages: **620**
- ☐ Estimate number of aperture cards: _____ Images per card: _____

Size(s)

- ☐ 5 x 7
- ☒ 8½ x 11
- ☒ 8½ x 14
- ☐ 11 x 17
- ☐ Other: (Describe / Explain) _____

Pages per 35mm frame:

- ☒ 1
- ☐ 2 (Requires Local Records approval)
- ☐ Other: (Describe / Explain) _____

Additional Information: Approximately 80% of the Ordinances date from 1940.

FY 2004 Application Checklist

Use this checklist to review your application before submitting it. Applications may be returned for more information or considered ineligible if the following items are incomplete or missing. Be sure you have followed the specific instructions provided in Section 3 to complete all entries. Application pages must be submitted in their correct order.

APPLICANT IDENTIFICATION

- ☐ Senate/Representative Districts Provided
- ☐ Applicant, Government Entity and Project Contact Identified
- ☐ Federal Employer Identification Number (FEIN) Provided
- ☐ "YES" or "NO" Decision Checked for Electronic Fund Transfer
- ☐ Application Preparer Identified

BUDGET SUMMARY

- ☐ Summary Sheet Completed with Correct Budget Detail Totals
- ☐ Authorized Official's Signature Is Affixed

PROJECT PROPOSAL NARRATIVE includes

- ☐ Statement of Purpose
- ☐ Project Summary
- ☐ Detailed Timeline and Work Plan
- ☐ Project Objectives
- ☐ Evaluation of Project Results

BUDGET AND FINANCIAL CONSIDERATIONS

- ☐ Budget Detail, Explanation and Justification Provided
- ☐ Funding Source Indicated
- ☐ Interest-bearing Account Information Provided
- ☐ Accounting Methods and Audit Procedures Addressed

RELATED EVALUATION FACTORS

- ☐ Statement of Previous [records management/preservation] Actions Provided
- ☐ Project Impact and Importance of Project in Terms of Long Range Planning Stated
- ☐ Future Records Management and Preservation Projects Indicated

SUPPORT MATERIAL

- ☐ Check Payee form
 - ☐ Letter of Commitment and match level(s) from funding authority
 - Records to be Microfilmed form(s)
 - Reader/Printer Request form
 - ☐ Resumes of project personnel, consultant, volunteers, etc.
 - Identification of services, equipment, supplies, etc.
 - Appropriate Additions (floor plans, sample forms, and letters of support, etc.) and other relevant information, if applicable
 - ACH/EFT form (Electronic Fund Transfer)
- ✓ **Send the Paper- paper or binder- clipped original plus 5 photocopied applications (stapled)**
- ✓ **Delivery or postmark is ensured for March 1, 2003**

Application Form





Missouri Secretary of State
Local Records Preservation Program
FY 2004 Grant Application

*James C. Kirkpatrick State Information Center
PO Box 1747, Jefferson City, MO 65102-1747*

State Senate District:

State House District:

Applicant Agency:

County:

Agency Head/Title:

Address:

Telephone:

Fax:

E-mail:

Federal Employer Identification Number (FEIN):

Would you like your funds electronically deposited? ☐ YES ☐ NO

Authorizing Agency (if different from above):

Authorizing Official/Title:

Address:

Telephone:

Fax:

E-mail:

Primary Project Contact Name/Title:

Address:

Telephone:

Fax:

E-mail:

Application Prepared by (Name/Title):

Address:

Telephone:

Fax:

E-mail:

Date:

Budget Summary

Budget Category	Grant Funds (70% maximum)	Cash Match (10% minimum)	In-Kind	TOTAL (100%)
<i>Personnel</i>	_____	_____	_____	_____
<i>Supplies</i>	_____	_____	_____	_____
<i>Travel</i>	_____	_____	_____	_____
<i>Vendor</i>	_____	_____	_____	_____
<i>Consultant</i>	_____	_____	_____	_____
<i>Other: Specify</i>	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
<i>Shelving (Standard Metal)</i>	_____	_____	_____	_____
Subtotals	_____	_____	_____	_____
	(70% maximum)	(10% minimum)		(100%)

[Note: Local Match = 30% of this portion of the project cost]

<i>Equipment: Specify</i>	<i>50% GRANT funds</i>	<i>50% CASH match</i>	
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
Subtotals	_____	_____	_____

Grant Funds Requested:

Total Project Cost:

Certification of Authority to Secure and Encumber Project Funds

Printed Name/Title of Authorizing Official

Signature of Authorizing Official

Date

Project Proposal Narrative

1. Statement of Purpose

2. Project Summary

3. Detailed Timeline and Work Plan

4. Project Objectives

5. Evaluation of Project Results

Budget and Financial Considerations

6. Budget Detail, Explanation, and Justification

7. Funding Source

8. Interest-bearing Account Information

9. Accounting Methods and Audit Procedures

Related Evaluation Factors

10. Statement of Previous Actions

11. Impact of this Project and its Importance in Terms of Long-Range Planning

12. Future Records Management and Preservation Actions

SUPPORT MATERIAL

- *Check Payee form - **Required***
- Letter of funding commitment and local match from the authorized official - **Required**
- *Records to be Microfilmed form(s) - **Attach as appropriate***
- *Reader/Printer Request form - **Attach as appropriate***
- Resumes of project personnel, consultant, volunteers, etc. - **Required**
- Identification of services, equipment, supplies, etc. - **Attach as appropriate**
- Appropriate additions or other relevant information/materials - **Attach as appropriate**
- *Electronic Fund Transfer form - **Optional***

Missouri Secretary of State
Local Records Preservation Program
FY 2004 Grant Application
CHECK PAYEE FORM

This form identifies the agency/institution/organization grant checks will be made payable to and the individual designated to receive mailed checks if electronic direct deposit is not requested.

Check Payee Information:

1. List the name and address of the check payee – DO NOT INCLUDE AN INDIVIDUAL'S NAME , only **the name and address of the agency to which the check must be made payable.**

AGENCY: _____

ADDRESS: _____

3. Please indicate the individual to whom grant payments should be mailed. This person may be the project contact, or other designated individual representing the applicant or authorizing agency. **The check and/or other payment information will be mailed directly to this individual.**

NAME/TITLE: _____

ADDRESS: _____

TELEPHONE: _____

Missouri Secretary of State
Local Records Preservation Program
FY 2004 Grant Application
Records to be Microfilmed

*This form **must** accompany a microfilming grant application. Provide one form for each record series.*

Indicate on this line the record manual title and page or entry number for this permanent record series

Office of Origin: _____

Records Series Title: _____

Inclusive Dates: _____

Arrangement: _____

Information Content: _____

Format

- ☐ Bound volumes
- ☐ Loose leaf files
- ☐ Continuous computer paper
- ☐ Aperture cards

Quantity

- ☐ Number of volumes:
- ☐ Estimate number of pages per volume:
- ☐ Estimate number of loose leaf pages:
- ☐ Estimate number of aperture cards: Images per card:

Size(s)

- ☐ 5 x 7
- ☐ 8½ x 11
- ☐ 8½ x 14
- ☐ 11 x 17
- ☐ Other: (Describe / Explain) _____

Pages per 35mm frame:

- ☐ 1
- ☐ 2 (Requires Local Records approval)
- ☐ Other: (Describe / Explain) _____

Additional Information: _____

Missouri Secretary of State
Local Records Preservation Program
FY 2004 Grant Application
Reader/Printer Request Form

1. Do you currently have records on microfilm?
 - ☐ YES
 - ☐ NO
2. How often is the microfilm used?
 - ☐ Daily
 - ☐ Weekly
 - ☐ Monthly
3. Quantity and Film Size:
 - ☐ 35mm
 - ☐ 16mm
4. Will you need a microfiche attachment?
 - ☐ YES
 - ☐ NO
5. Will you need a workstation?
 - ☐ YES
 - ☐ NO
6. What type of reader/printer equipment are you requesting?
 - ☐ Analog
 - ☐ Digital
 - ☐ Other: _____
7. Attach Reader/Printer Specifications and Costs, including those for delivery, installation and training. ***Grant project funds or including local match cannot be used for the purchase of maintenance contracts.***

NOTE:

Reader/Printers may be purchased off State of Missouri contracts. Contact the Office of Administration, Division of Purchasing and Materials Management for information at Phone: 573-751-2387 or E-mail: purchmail@mail.state.mo.us. The website address is www.oa.state.mo.us/purch/index.shtml



STATE OF MISSOURI
OFFICE OF ADMINISTRATION
VENDOR ACH/EFT APPLICATION

SECTION A - TO BE COMPLETED BY THE VENDOR

A VOIDED CHECK OR DEPOSIT TICKET MUST BE ATTACHED. SEE INSTRUCTIONS.

1. VENDOR CODE (11 DIGITS)

2. VENDOR NAME (30 CHAR)

3. VENDOR ADDRESS

CITY

STATE

ZIP CODE

4. ABA ROUTING NUMBER (9 DIGITS)

5. DEPOSITOR ACCOUNT NUMBER

6. DESCRIPTION

7. BANK OR FINANCIAL INSTITUTION NAME

8. BANK OR FINANCIAL INSTITUTION ADDRESS

PHONE NUMBER

9. CITY

10. STATE

11. ZIP CODE

12. TYPE OF ACCOUNT

☐ CHECKING ☐ SAVINGS

13. I HEREBY AUTHORIZE THE STATE OF MISSOURI TO:

- A. INITIATE CREDIT ENTRIES (DEPOSITS) AND TO INITIATE, IF NECESSARY, DEBIT ENTRIES (WITHDRAWALS) OR ADJUSTMENTS FOR ANY CREDIT ENTRIES MADE IN ERROR TO MY ACCOUNT.
- B. TERMINATE MY ENROLLMENT IN THE PROGRAM IF THE STATE IS LEGALLY OBLIGATED TO WITHHOLD PART OR ALL OF MY PAYMENTS FOR ANY REASON.
- C. I UNDERSTAND THAT THIS DOCUMENT SHALL NOT CONSTITUTE AN AMENDMENT OR ASSIGNMENT, OF ANY NATURE WHATSOEVER, OF ANY CONTRACT, PURCHASE ORDER, OR OBLIGATION THAT I MAY HAVE WITH AN AGENCY OF THE STATE OF MISSOURI.

14. AUTHORIZED VENDOR COMPANY SIGNATURE

15. PHONE NUMBER (10 DIGITS)

DATE

SECTION B - FOR STATE OF MISSOURI USE ONLY

I HAVE REVIEWED THE VENDOR INFORMATION FOR COMPLETENESS AND ACCURACY.

AUTHORIZED SIGNATURE

DATE

PHONE NUMBER

Administrative Rules



5. ADMINISTRATIVE RULES

Code of State Regulations

Title 15 Elected Officials

Division 30 Secretary of State

Chapter 45 Records Management

15 CSR 30-45.030 Local Records Grant Program Administration

PURPOSE: This rule outlines the authority of the grants-in-aid program for local records preservation through the Office of the Secretary of State.

- (1) The local records grant program, administered by the Office of the Secretary of State, provides financial assistance to local government officials to support records management and preservation efforts, particularly for records of permanent retention. This grants-in-aid program is a significant effort in the overall mission of the agency to enhance the quality of archival preservation and public access to records of enduring value.
 - (A) Eligible applicants include all local government entities supported by a tax levy.
 - (B) Ineligible applicants include:
 1. Individuals;
 2. State agencies (local public records housed by state agencies may be included in a grant application that is submitted and administered by the local official who has statutory authority over the records);
 3. Private organizations (local public records housed by private organizations may be included in a grant application that is submitted and administered by the local official who has statutory authority over the records);
 4. Federal agencies.
 - (C) Procedures and Evaluation of Applications:
 1. The Missouri Historical Records Advisory Board (MHRAB) recommends grant:
 - A. Activities, requirements and objectives;
 - B. Cost-sharing contributions, budget structure, payment benchmarks and accounting guidelines;
 - C. Calendars.
 2. The MHRAB reviews and evaluates grant applications and recommends funding levels for award to the secretary of state.
 3. The process to be followed in writing and submitting a grant proposal are found in the *Local Records Preservation Program Guidebook and Application*. All applicable guidelines, procedures and standards relating to the local records preservation grants-in-aid program are detailed in *Local Records Preservation Program Guidebook and Application* and the *Guidelines for Local Records Microfilming*.
 - A. Any interested person may obtain the most current version *Local Records Preservation Program Guidebook and Application* from either the Local Records Program, PO Box 1747, Jefferson City MO 65102, 573-751-2798, or the Secretary of State web site: www.sos.state.mo.us/rec-man/localrec/grants/archlrg.html [* See note below]

- B. Paper copies of the most current version *Guidelines for Local Records Microfilming* are available from the Local Records Program, PO Box 1747, Jefferson City MO 65102, 573-751-2798.

*AUTHORITY: sections 59.319 and 109.221, RSMo 2000. * Emergency rule filed June 19, 1991, effective June 29, 1991, expired Oct. 28, 1991. Original rule filed June 19, 1991, effective Oct. 31, 1991. Amended: Filed Nov. 6, 1991, effective May 14, 1992. Rescinded and readopted: Filed July 27, 1999, effective Feb. 29, 2000. Rescinded and readopted: Filed Jan 18, 2002, effective July 30, 2002.*

**Original authority: 59.319, RSMo 1969, amended 1989, 1994 and 109.221, RSMo 1989, amended 1990, 1993, 1995, 1998.*

* The Secretary of State web site address has been updated. The current and correct address is:

[*www.sos.state.mo.us/archives/localrecs/grants/*](http://www.sos.state.mo.us/archives/localrecs/grants/)

Vendor Information



LOCAL RECORDS GRANT PROGRAM

VENDOR LIST

This list is provided as a service for the convenience of local government entities and does not constitute an endorsement by the Local Records Preservation Program for any potential vendor. No guarantee of quality of work is made or implied.

The local government entity is responsible for making arrangements directly with the vendors. Any agreement entered into is a contract between the local government and the vendor, and does not include the Local Records Preservation Program. However, RSMo 109, paying special attention to 109.241 for quality control, governs all microfilm contracts for local government work.

last updated October 1, 2002

CONTENTS

- 6.2.1 Microfilm Equipment/Service
- 6.2.2 Off-Site and Cold Storage Facilities
- 6.2.3 Shelving and Cabinets
- 6.2.4 Compact Shelving
- 6.2.5 Archival Supplies
- 6.2.6 Storage Boxes
- 6.2.7 Care of Books
- 6.2.8 Preservation Imaging and Photocopying
- 6.2.9 Duplication of Still Photographs
- 6.2.10 Renovating Historic Structures
- 6.2.11 Integrated Pest Management
- 6.2.12 Disaster Planning and Prevention
- 6.2.13 Disaster Recovery
- 6.2.14 Industrial Hygienists
- 6.2.15 Environmental Control and Monitoring
- 6.2.16 Air Quality Control
- 6.2.17 Document Destruction
- 6.2.18 Preservation Framers
- 6.2.19 Paper Conservators
- 6.2.20 Photo Conservators
- 6.2.21 Paintings Conservators
- 6.2.22 Textile Conservators
- 6.2.24 Objects Conservators
- 6.2.24 Architectural Conservators

NOTE:

A current contact list for project consultants is available from Local Records upon request

Phone: 573-751-2798 Local Records Grant Administrator
573-751-9047 Local Records General Inquiry

US Mail: PO Box 1747
Jefferson City MO 65102-1747

MICROFILM EQUIPMENT/SERVICE

6.2.1

ARS

1631 Old Airport Rd.
West Plains, MO 65775
(417) 257-1142
1-800-645-1745
FAX (417) 256-9475
jgar@arsmicro.com

American Micro

www.americanmicrokc.com
1933 Troost
Kansas City, MO 64108
(816) 221-0123
1-800-859-1100
FAX (816) 221-2458
mzeczy@americanmicrokc.com

Anacomp

www.anacomp.com
1815 Belt Way Dr.
St. Louis, MO 63114
(314) 426-0076
FAX (314) 426-1726
rpitman@anacomp.com

Casey Associates, Inc.

www.caseyinc.net
2129 Washington St.
Kansas City, MO 64108
(816) 221-2010
1-877-902-2010
FAX (816) 221-2494
sales@caseyinc.net

Casey Associates, Inc.

www.caseyinc.net
4250 E. Seventh, Ste. C
Joplin, MO 64801
(417) 782-3282
1-877-902-2010
FAX (417) 782-4828
sales@caseyinc.net

Document Imaging Systems Corp.

www.discorp.net
1520 Washington Ave.
St. Louis, MO 63103
(314) 436-2800 ext. 370
1-800-489-8303 ext. 370
FAX (314) 421-2642
ed@disccorp.net

Document Management Solutions

712 Main
Grandview, MO 64030
(816) 761-7710
FAX (816) 761-8676

Dynamic Computer Solutions

8333 E. 350 Hwy.
Kansas City, MO 64133
(816) 480-3800
1-800-520-4566
FAX (816) 480-3899
info@s3systemskc.com

Dynamic Computer Solutions

www.dcskc.com
403-B Vandiver Dr.
Columbia, MO 65202-1510
573-443-4419
1-800-580-4419
FAX (573) 449-0983
info@s3systemskc.com

Dynamic Computer Solutions

www.dcskc.com
1940 Innerbelt Business Center Dr.
St. Louis, MO 63114-5760
(314) 890-8120
1-800-575-4566
FAX (314) 890-0742
info@s3systemskc.com

Edco – The Document People

www.edcodoc.com
1351 N. Belcrest
Springfield, MO 65802
(417) 862-4351
FAX 1-800-999-3551
bfrazier@edcodoc.com

Microfilm Equipment/Services, cont.

Imaging Systems, Inc.

www.imagingsystems.net
901 Watson Ave.
Madison, WI 53713
(608) 276-5559
FAX (608) 276-5539
ken@imagingsystems.net

J & J Microfilming

PO Box 5415
Bella Vista, AR 72714
(479) 876-5921
jimsperry@rogersark.net

Micro Images

www.micro-images.com
1614 Avenue M
Lubbock, TX 79401
1-800-765-0084
FAX (806) 744-1775

Micro Innovations

www.microinnovationsinc.com
2160 N. Fox Hollow Dr. West
Nixa, MO 65714
(417) 725-3202
1-800-882-7107
FAX (417) 725-3103

Microfilm & Imaging of Kansas City

www.mikc.com
608 N.W. Platte Valley Dr.
Riverside, MO 64150
(816) 455-8667
FAX 816-455-4350
freds@mikc.com

Micrographic Services

100 N. Main St.
St. Charles, MO 63301
(636) 946-2715
FAX (636) 946-3148
filmscan@swbell.net

Microtek

www.microtekstl.com
1277 N. Warson Rd.
St. Louis, MO 63132
(314) 989-9500
FAX (314) 989-9595
info@microtekstl.com

Mid-Continent Micrographics, Inc.

702 Jules
St. Joseph, MO 64501
(816) 364-5200 or
1-800-466-3456
FAX (816) 364-0889
glennpmcm@magiccablepc.com

Missouri Document Solutions

www.mdsspf.com
3230-D S. National
Springfield, MO 65807
(417) 823-9091
FAX (417) 823-9925
mdsca@sbcglobal.net

DST Output

www.output.net
2519 Madison
Kansas City, MO 64108
(816) 221-1234
FAX (816) 435-1482

OFF-SITE AND COLD STORAGE FACILITIES

6.2.2

Americold Logistics

www.americold.net
10 Glenlake Parkway South
Ste. 800
Atlanta, GA 30328
(678) 441-1400
FAX (678) 441-6847

Edco – The Document People

www.edcodoc.com
1351 N. Belcrest
Springfield, MO 65802
(417) 862-4351
FAX 1-800-999-3551
bfrazier@edcodoc.com

Frostar

34 Howard St.
Boston, MA 02119
(617) 445-4490
FAX (617) 445-1608

Hazeltine Vaults

7603 Hazeltine Ave.
Van Nuys, CA 91405
(818) 781-7049
FAX (818) 781-9376
jerileah@yahoo.com

Hollywood Vaults

www.hollywoodvaults.com
1780 Prospect Pl.
Santa Barbara, CA 93103
(805) 569-5334
FAX (805) 569-1657
vault@hollywoodvaults.com

Kentucky Underground Storage, Inc.

www.kentuckyunderground.com
3830 High Bridge Rd.
Wilmore, KY 40390
(859) 858-4988
FAX (859) 858-8497

Mid-Continent Micrographics, Inc.

702 Jules
St. Joseph, MO 64501
(816) 364-5200 or
1-800-466-3456
FAX (816) 364-0889
glennpmcm@magiccablepc.com

The Safe Deposit Company

home.swbell.net/compuvlt
515 S. Lindbergh Blvd.
Frontenac, MO 63131
(314) 991-3858
FAX (314) 991-2503

Iron Mountain Records Management

www.ironmountain.com
1000 Campus Dr.
Collegeville, PA 19426
(913) 888-1390
brian.chisum@ironmountain.com

WRS Motion Picture and Video Laboratory

www.wrslabs.com
1000 Napor Blvd.
Pittsburgh, PA 15205
1-800-345-6977
(412) 937-7700
FAX (412) 922-2418
jackn@wrslabs.com

SHELVING AND CABINETS

6.2.3

Conner Business Systems

www.connerbs.com
1860 Fenpark
Fenton, MO 63026
(636) 305-1400
1-800-967-7542
FAX (636) 305-1404
gary@connerbs.com

County Binders

PO Box 42
Waukegan, IA 50263-0042
1-800-772-2896
(515) 987-2162
FAX (515) 987-2163
bookguy@aol.com

Delta Designs, Ltd.

www.deltadesignsltd.com
1535 N.W. 25th St.
Topeka, KS 66618
(785) 234-2244
FAX (785) 233-1021
bdanielson@deltadesignsltd.com

Edco – The Document People

www.edcodoc.com
1351 N. Belcrest
Springfield, MO 65802
(417) 862-4351
FAX 1-800-999-3551
bfrazier@edcodoc.com

Indoff, Inc.

www.indoff.com
4011 E. Red Bridge Rd.
Kansas City, MO 63137
(816) 765-0075
FAX (816) 765-4055
scrwonder@aol.com

Indoff, Inc.

www.indoff.com
2393 W. Cantbury
Springfield, MO 65810
(417) 889-6545
FAX (417) 889-6431
indoffozarks@mchsi.com

Industrial Shelving Systems

www.industrialshelving.com
455 E. Elliot Ave.
St. Louis, MO 63122
(314) 965-6500
FAX (314) 965-4500
mberkel@industrialshelving.com

Mid-Continent Micrographics, Inc.

702 Jules
St. Joseph, MO 64501
(816) 364-5200 or
1-800-466-3456
FAX (816) 364-0889
glennpmcm@magiccablepc.com

Missouri Vocational Enterprises

www.corrections.state.mo.us/division/rehab/mve.htm
PO Box 236
Jefferson City, MO 65102
(573) 751-6663
1-800-392-8486

The Peterson Group

www.thepetersongroup.com
938 South Highway Dr.
Fenton, MO 63026
(636) 343-1515
1-800-343-1525
FAX (314) 343-3588
ppeterson@thepetersongroup.com

Scheffer's Office Furniture & Business Machines

www.scheffersofbm.com
1558 State Hwy. H
Sikeston, MO 63801
(573) 472-2422
1-800-585-8541
FAX (573) 472-1293
info@scheffersofbm.com

Shelving, cont.

Siggins

www.siggins.net
512 E. 12th Ave.
North Kansas City, MO 64116
(816) 421-7670
1-800-383-3218
FAX (816) 421-2162
sigginsinfo@siggins.net

Steel Fixture Mfg. Company

www.steelfixture.com
612 S.E. Seventh St.
Topeka, KS 66607
(785) 233-8911
1-800-342-9180
FAX (785) 233-8477
stan@steelfixture.com

Surplus Property

www.oe.state.mo.us/purch/surplus.html
117 N. Riverside Dr.
Jefferson City, MO 65101
(573) 751-3415
FAX (573) 751-1264
steffm@mail.oe.state.mo.us

TAB Products Co.

www.tab.com
605 Fourth St.
Mayville, WI 53050
1-888-822-9777
FAX 1-800-304-4947
info@tab.com

COMPACT SHELVING

6.2.4

Advanced Storage & Retrieval Systems of America

www.elecompact.com
225 W. 34th St., Ste. 1708
New York, NY 10122
(212) 760-1607
FAX (212) 714-2084
elecompact@erols.com

Borroughs Manufacturing Corp.

www.borroughs.com
3002 N. Burdick St.
Kalamazoo, MI 49004
(616) 342-0161
1-800-748-0227
FAX (616) 342-4161

Indoff, Inc.

www.indoff.com
2393 W. Cantbury
Springfield, MO 65810
(417) 889-6545
FAX (417) 889-6431
indoffozarks@mchsi.com

J.E. Pope Company, Inc.

www.jepope.com
610 Minuet Ln.
Charlotte, NC 28217
(704) 527-6400
FAX (704) 525-1719
info@jepope.com

Kardex Systems, Inc.

www.kardex.com
Route 7 N. - Reno
Marietta, OH 45750
1-800-848-9761
FAX (740) 374-9953
sales@kardex.com

Lundia

www.lundiausa.com
600 Capitol Way
Jacksonville, IL 62650
(217) 243-8585
FAX 1-800-869-9663
miiadv@mii-inc.com

Montel, Inc.

www.compact-shelving.com
1170 Hwy. A1-A
Satellite Beach, FL 32937
1-800-772-7562
FAX (321) 777-3539
system@montel.com

The Peterson Group

www.thepetersongroup.com
938 S. Highway Dr.
Fenton, MO 63026
(636) 343-1515
1-800-343-1525
FAX (314) 343-3588
ppeterson@thepetersongroup.com

RHC/Spacemaster Corporation

www.rhcspacemaster.com
1400 N. 25th Ave.
Melrose Park, IL 60160
(708) 345-2500
FAX (708) 345-3823
info@rhcspacemaster.com

Scheffer's Office Furniture & Business Machines

www.scheffersofbm.com
1558 State Hwy. H
Sikeston, MO 63801
1-800-585-8541
FAX (573) 472-1293
info@scheffersofbm.com

Spacesaver Corporation

www.spacesaver.com
1450 Janesville Ave.
Fort Atkinson, WI 53538
(920) 563-6362
1-800-492-3434
FAX (920) 563-2702

TAB Products Co.

www.tab.com
605 Fourth St.
Mayville, WI 53050
1-888-822-9777
FAX 1-800-304-4947
info@tab.com

ARCHIVAL SUPPLIES

6.2.5

Archivart

www.archivart.com
7 Caesar Pl.
Moonachie, NJ 07074
1-800-804-8428
FAX (201) 935-5964
sales@archivart.com

Conservation Resources International, L.L.C.

www.conservationresources.com
8000-H Forbes Pl.
Springfield, VA 22151
1-800-634-6932
FAX (703) 321-0629
criusa@conservationresources.com

Conservation Support Systems

www.silcom.com/~css/
PO Box 91746
Santa Barbara, CA 93190
1-800-482-6299
FAX (805) 882-2064
css@silcom.com

Gaylord Bros.

www.gaylord.com
PO Box 4901
Syracuse, NY 13221-4901
1-800-634-6307
FAX 1-800-272-3412
customerservice@gaylord.com

Highsmith, Inc.

www.highsmith.com
W5527 Highway 106
Fort Atkinson, WI 53538
1-800-558-2110
FAX 1-800-835-2329
service@highsmith.com

The Hollinger Corporation

www.hollingercorp.com
9401 Northeast Dr.
Fredericksburg, VA 22408
1-800-634-0491
FAX 1-800-947-8814
hollingercorp@erols.com

Light Impressions

www.lightimpressionsdirect.com
PO Box 787
Brea, CA 92822-0787
Rochester, NY 14603
1-800-828-6216
FAX 1-800-828-5539
LiWebsite@limpressions.com

Metal Edge, Inc.

www.metaledgeinc.com
6340 Bandini Blvd.
Commerce, CA 90040
1-800-862-2228
FAX (888) 822-6937
info@metaledgeinc.com

TALAS

www.talas-nyc.com
568 Broadway
New York, NY 10012
(212) 219-0770
FAX (212) 219-0735
info@talasonline.com

University Products

www.universityproducts.com
517 Main St.
Holyoke, MA 01041
1-800-628-1912
FAX 1-800-532-9281
info@universityproducts.com

STORAGE BOXES

6.2.6

CMI

www.archivalboxes.com
325 E. Lake Rd.
Hammondsport, NY 14840
(607) 569-2738
FAX (643) 349-1058
cmiboxes@supernet.com

Conservation Resources International, L.L.C.

www.conservationresources.com
8000-H Forbes Pl.
Springfield, VA 22151
1-800-634-6932
FAX (703) 321-0629
criusa@conservationresources.com

Edco – The Document People

www.edcodoc.com
1351 N. Belcrest
Springfield, MO 65802
(417) 862-4351
FAX 1-800-999-3551
bfrazier@edcodoc.com

Gaylord Bros.

www.gaylord.com
PO Box 4901
Syracuse, NY 13221-4901
1-800-634-6307
FAX 1-800-272-3412
customerservice@gaylord.com

The Hollinger Corporation

www.hollingercorp.com
9401 Northeast Dr.
Fredericksburg, VA 22408
1-800-634-0491
FAX 1-800-947-8814
hollingercorp@erols.com

Light Impressions

www.lightimpressionsdirect.com
PO Box 787
Brea, CA 92822-0787
1-800-828-6216
FAX 1-800-828-5539
LiWebsite@limpressions.com

MasterPak

www.masterpak-usa.com
145 E. 57th St. – Fifth Fl.
New York, NY 10022
1-800-922-5522
FAX (212) 586-6961
mpak@masterpak-usa.com

Metal Edge, Inc.

www.metaledgeinc.com
6340 Bandini Blvd.
Commerce, CA 90040
1-800-862-2228
FAX (888) 822-6937
info@metaledgeinc.com

The Paige Company

www.paigecompany.com
400 Kelby St.
Fort Lee, NJ 07024
1-800-662-6937
FAX (201) 461-2677

Smurfit-Stone Container Corporation

933 Kent St.
Liberty, MO 64068
(816) 781-8800
FAX (816) 781-7021

Taylor Paper Company

PO Box 2198
St. Louis, MO 63158
(314) 385-8544
FAX (314) 771-9587

University Products

www.universityproducts.com
517 Main St.
Holyoke, MA 01041
1-800-628-1912
FAX 1-800-532-9281
info@universityproducts.com

Weyerhaeuser

www.weyerhaeuser.com
33663 Weyerhaeuser Way S.
Federal Way, WA 98003
(253) 924-2345
FAX (501) 455-5357

CARE OF BOOKS

6.2.7

For additional assistance in locating and selecting a conservator, please contact the American Institute for Conservation at (202) 452-9545 or visit their website at <http://aic.stanford.edu/>. You may also contact the Missouri Secretary of State's conservation lab at (573) 526-3866 for conservation information.

Book Conservation

Richard Baker

Richard Baker Conservation
www.richardcbaker.com
1712 (Rear) S. Big Bend Blvd.
St. Louis, MO 63117
(314) 781-3035
baker@richardcbaker.com

Sheba A. Haner

721 N. Taylor Ave.
Kirkwood, MO 63122
(314) 965-6814
FAX (314) 721-6172
conserv@slam.org

James Downey

Legacy Art & BookWorks, Inc.
www.legacyart.com
1010 E. Broadway
Columbia, MO 65201
(573) 442-0855
1-800-776-4924
legacy@legacyart.com

Book Repair

County Binders

PO Box 42
Waukegan, IA 50263-0042
1-800-772-2896
(515) 987-2162
FAX (515) 987-2163
bookguy@aol.com

Mid-Continent Micrographics, Inc.

702 Jules
St. Joseph, MO 64501
(816) 364-5200 or
1-800-466-3456
FAX (816) 364-0889
glennpmcm@magiccablepc.com

My Sister's Bookbinding

Marie Patterson
1056 U.S. Hwy. 60 East
Imperial Isle Shopping Center
Republic, MO 65738
(417) 732-1073
mariep@pcis.net

Specialized Boxes and Covers

Archival Products

www.archival.com
PO Box 1413
Des Moines, IA 50305-1413
1-800-526-5640
FAX (888) 220-2397
info@archival.com

CMI

www.archivalboxes.com
325 E. Lake Rd.
Hammondsport, NY 14840
(607) 569-2738
FAX (643) 349-1058
cmiboxes@supernet.com

County Binders

PO Box 42
Waukee, IA 50263-0042
1-800-772-2896
(515) 987-2162
FAX (515) 987-2163
bookguy@aol.com

Heckman Bindery, Inc.

www.heckmanbindery.com
1010 N. Sycamore St.
North Manchester, IN 46962
1-800-334-3628
FAX (262) 982-1130
sales@heckmanbindery.com

Rebinding of County Records and Library Books

Carl Walz, Inc.

3005 Locust St.
St. Louis, MO 63103
(314) 535-0505
FAX (314) 535-5526

County Binders

PO Box 42
Waukee, IA 50263-0042
1-800-772-2896
(515) 987-2162
FAX (515) 987-2163
bookguy@aol.com

Drennan Bookbinding and Ruling

1901 Kentucky Ave.
Joplin, MO 64804
(417) 623-8205

Engel Bindery Co.

www.thebookbinders.com
322 Southwest Blvd.
Kansas City, MO 64108
(816) 842-8185
FAX (816) 842-1379
sales@thebookbinders.com

First Impressions Book Binding

109-A Mid-America Rd.
Jefferson City, MO 65102
(573) 893-6898

Heritage Custom Bookbinding and Lamination, LLC

49963 First Ave.
Sandstone, MN 55072
1-800-241-3576
FAX (320) 242-3576
heritagebkdg@centurytel.net

Mid-Continent Micrographics, Inc.

702 Jules
St. Joseph, MO 64501
(816) 364-5200 or
1-800-466-3456
FAX (816) 364-0889
glennpmcm@magiccablepc.com

University Bindery, Inc.

www.icibinding.com
7917 Watson Rd.
St. Louis, MO 63119
(314) 918-7017
FAX (314) 918-7133
ubi@icibinding.com

Acme Bookbinding

www.acmebook.com
100 Cambridge St.
Charlestown, MA 02129
(617) 242-1100
1-800-242-1821
FAX (617) 242-3764
info@acmebook.com

Digital Preservation

2001 Mulberry Hill Ln.
Chesterfield, MO 63005
(314) 378-8054
FAX (636) 530-7086
Rlyner@aol.com

Bridgeport National Bindery, Inc.

www.bnbindery.com
662 Silver St.
Agawam, MA 01001
1-800-223-5083
(413) 789-1981
FAX (413) 789-4007
info@Bnbindery.com

DUPLICATION OF STILL PHOTOGRAPHS

6.2.9

Chicago Albumen Works

www.albumenworks.com
174 Front St.
Housatonic, MA 01236
(413) 274-6901
FAX (413) 274-6934
info@albumenworks.com

Digital Preservation

2001 Mulberry Hill Ln.
Chesterfield, MO 63005
(314) 378-8054
FAX (636) 530-7086
Rlyner@aol.com

Full Spectrum Photo

www.fullspectrumphotoaudio.com
218 E. High St.
Jefferson City, MO 65101
(573) 635-0250
lloyd@fullspectrumphotoaudio.com

Northeast Document Conservation Center

www.nedcc.org
100 Brickstone Sq.
Andover, MA 01810-1494
(978) 470-1010
FAX (978) 475-6021
nedcc@nedcc.org

RENOVATING HISTORIC STRUCTURES

6.2.10

Building Research Council

brc.arch.uiuc.edu

1 E. St. Mary's Rd.

Champaign, IL 61820

1-800-336-0616

(217) 333-1801

FAX (217) 244-2204

arch/orders@uiuc.edu

Landmark Facilities Group, Inc.

www.lfginc.com

252 East Ave.

Norwalk, CT 06855

(203) 866-4626

FAX (203) 866-8019

postmaster@lfginc.com

INTEGRATED PEST MANAGEMENT

6.2.11

For information on integrated pest management, please contact the Missouri Secretary of State's conservation lab at (573) 526-3866.

General Information

Chicora Foundation, Inc.

www.chicora.org
PO Box 8664
Columbia, SC 29202
(803) 787-6910
FAX (803) 787-6910
information@chicora.org

National Pest Control Association

www.pestworld.org
8100 Oak St.
Dunn Loring, VA 22027
(703) 573-8330
FAX (703) 573-4116

Supplies and Services

Insects Limited, Inc.

www.insectslimited.com
16950 Westfield Park Rd.
Westfield, IN 46074
(317) 896-9300
1-800-992-1991
FAX (317) 867-5757
InsectsLtd@aol.com

Pest Control Services

www.termitesonly.com
Dr. Thomas Parker
14 E. Stratford Ave.
Landsdowne, PA 19050
(610) 284-6249
FAX (610) 284-4494
bugman22@aol.com

Keepsafe Systems USA

www.keepsafe.ca/
600 Main St.
Tonawanda, NY 14151
1-800-683-4696
FAX (416) 703-5991
info@keepsafe.ca

Blast Freezing Facilities

Americold Logistics

www.americold.net
10 Glenlake Pkwy. South, Ste. 800
Atlanta, GA 30328
(678) 441-1400
FAX (678) 441-6847

Munters Moisture Control Services

www.muntersmcs.com
11040 Linville Dr., Ste. N
St. Louis, MO 63123
1-800-959-8650
(314) 781-5550
FAX (314) 845-6621
muntersinfo@muntersamerica.com

Midwest Freeze-Dry Ltd.

www.midwestfreezedryltd.com
7326 N. Central Park
Skokie, IL 60076
(847) 679-4756
FAX (847) 679-4191
mfd7326@aol.com

DISASTER PLANNING AND PREVENTION

6.2.12

For information on disaster planning and prevention, please contact the Missouri Secretary of State's conservation lab at (573) 526-3866.

General Information

Chicora Foundation, Inc.

www.chicora.org
PO Box 8664
Columbia, SC 29202
(803) 787-6910
FAX (803) 787-6910
information@chicora.org

National Fire Protection Association

www.nfpa.org
1 Batterymarch Pk.
PO Box 9101
Quincy, MA 02269-9101
(617) 770-3000
FAX (617) 770-0700

Disaster Preparedness Kits

Protext

www.protext.net
PO Box 30423
Bethesda, Maryland 20824
(301) 320-7231
FAX (301) 320-7232
ProText@protext.net

University Products

www.universityproducts.com
517 Main St.
Holyoke, MA 01041
1-800-628-1912
FAX 1-800-532-9281
info@universityproducts.com

Fire Suppression

Ansul, Inc.

www.ansul.com
1 Stanton St.
Marinette, WI 54143-2542
(715) 735-7411
1-800-862-6785
FAX 1-800-543-9822

Halotron, Inc.

www.halotron-inc.com
3770 Howard Hughes Pkwy., No. 300
Las Vegas, NV 89109
(702) 735-2200
FAX (702) 735-4876
Halotron@apfc.com

Fenwal Protection Systems

www.fenwalfire.com
400 Main St.
Ashland, MA 01721
(508) 881-2000
FAX (508) 881-8920

Reliable Automatic Sprinkler Company, Inc.

www.reliablesprinkler.com
525 N. MacQuesten Pkwy.
Mt. Vernon, NY 10552
(914) 668-3470
FAX (914) 668-2936

Firelock Fireproof Modular Vaults

www.firelock.com
7 Tedway Ave.
Kutztown, PA 19530
(610) 756-4440
FAX (610) 756-4134
firelock@enter.net

DISASTER RECOVERY

6.2.13

For information on disaster recovery, please contact the Missouri Secretary of State's conservation lab at (573) 526-3866.

Affiliated Computer Systems (ACS)

www.acs-inc.com
4848 Virilia Rd.
Flora, MS 39071-0236
1-800-647-7140
FAX (601) 879-9070

American Freeze-Dry, Inc.

www.americanfreedry.com
39 Lindsey Ave.
Runnemeade, NJ 08078
(856) 546-0777
1-800-817-1007
FAX (856) 939-1220

BMS Catastrophe

www.bmscat.com
303 Arthur St.
Fort Worth, TX 76107
1-800-433-2940
(817) 332-2770
FAX (817) 332-6728

Belfor USA

www.belforusa.com
2425 Blue Smoke Ct. South
Ft. Worth, TX 76105
1-800-856-3333
FAX (817) 536-1167
info@us.belfor.com

Document Reprocessors

www.documentreprocessors.com
5611 Water St.
Middlesex, NY 14507
1-800-437-9464
(716) 554-4500
FAX (716) 554-4114

Dry Tech, Inc.

www.drytech.com
118-A Midtown Ct.
Hendersonville, TN 37075
1-877-379-8324
(615) 826-0330
FAX (615) 826-4809

Eastman Kodak Company

Microfilm Disaster Recovery Program
www.kodak.com/global/en/business/docimaging/globalPages/contentItem.jhtml?id=6100002
1700 Dewey Ave., B65, Door G, Rm. 340
Rochester, NY 14650-1819
1-800-352-8378

Midwest Freeze-Dry Ltd.

www.midwestfreedryltd.com
7326 N. Central Park
Skokie, IL 60076
(847) 679-4756
FAX (847) 679-4191
mfd7326@aol.com

Munters Moisture Control Services

www.muntersmcs.com
11040 Linville Dr., Ste. N
St. Louis, MO 63123
1-800-959-8650
(314) 781-5550
FAX (314) 845-6621
muntersinfo@muntersamerica.com

ServiceMaster

www.800respond.com
One ServiceMaster Way
Downers Grove, IL 60515
1-800-333-6678
FAX (901) 266-7620

Solex Environmental Systems

<http://www.solexrobotics.com/ses/criticalseconds/seconds.html>
PO Box 550045
Houston, TX 77055
(713) 963-8600
FAX (713) 461-5877
drh@solexrobotics.com

Disaster Recovery, cont.

Steamatic

www.steamatic.com

303 Arthur St.

Fort Worth, TX 76107

1-800-527-1295

(817) 332-1575

FAX (817) 332-5349

INDUSTRIAL HYGIENISTS

6.2.14

EnviroHealth Technologies, Inc.

www.envirohealthtechnologies.com
3830 Washington Blvd., Ste. 123
St. Louis, MO 63108-3406
(314) 531-9868
FAX (314) 531-9196
lab@laboratory-testing.com

Exemplar International

1600 Genessee, Ste. 700
Kansas City, MO 64102
(816) 471-3900
FAX (816) 471-1929

Industrial Hygiene Services, Inc.

*ourworld.compuserve.com/
homepages/IHSI*
11760 Westline Industrial Dr.
St. Louis, MO 63146
1-800-732-3015
(314) 993-2212
FAX (314) 993-3193
IHSI@compuserve.com

John A. Jurgiel & Associates, Inc.

www.jurgiel.com
1810 Craig Rd., Ste. 207
St. Louis, MO 63146
(314) 878-8666
FAX (314) 878-0297
jjurgiel@jurgiel.com

National Organizations

American Board of Industrial Hygiene

www.abih.org
6015 W. St. Joseph, Ste. 102
Lansing, MI 48917-3980
(517) 321-2638
FAX (517) 321-4624
abih@abih.org

American Conference of Governmental Industrial Hygienists, Inc.

www.acgih.org
1330 Kemper Meadow Dr.
Cincinnati, OH 45240
(513) 742-2020
FAX (513) 742-3355

American Industrial Hygiene Association

www.aiha.org
2700 Prosperity Ave., Ste. 250
Fairfax, VA 22031
(703) 849-8888
FAX (703) 207-3561
infonet@aiha.org

ENVIRONMENTAL CONTROL AND MONITORING

6.2.15

For information on environmental control and monitoring, please contact the Missouri Secretary of State's conservation lab at (573) 526-3866.

General Information

Chicora Foundation, Inc.

www.chicora.org
PO Box 8664
Columbia, SC 29202
(803) 787-6910
FAX (803) 787-6910
information@chicora.org

Landmark Facilities Group, Inc.

www.lfginc.com
252 East Ave.
Norwalk, CT 06855
(203) 866-4626
FAX (203) 866-8019
postmaster@lfginc.com

Monitoring Supplies

Art Preservation Services

www.apsnyc.com
315 E. 89th St.
New York, NY 10128
(212) 722-6300
FAX (212) 427-6726
information@apsnyc.com

Gaylord Bros.

www.gaylord.com
PO Box 4901
Syracuse, NY 13221-4901
1-800-634-6307
FAX 1-800-272-3412
customerservice@gaylord.com

The Cascade Group, Inc.

www.cascadegroupinc.com
68 W. Main St.
Oyster Bay, NY 11771
1-800-800-0588
FAX (516) 624-9363
sales@cascadegroupinc.com

Metal Edge, Inc.

www.metaledgeinc.com
6340 Bandini Blvd.
Commerce, CA 90040
1-800-862-2228
FAX (888) 822-6937
info@metaledgeinc.com

Dickson

www.dicksonweb.com
930 S. Westwood Ave.
Addison, IL 60101
(630) 543-3747
FAX (630) 543-0498
info@dicksonweb.com

University Products

www.universityproducts.com
517 Main St.
Holyoke, MA 01041
1-800-628-1912
FAX 1-800-532-9281
info@universityproducts.com

Clean Aire, Inc.

1006 Rabbit Run
Hopkins, SC 29061
(803) 776-1117
FAX (803) 776-5612

Commair, Inc.

315 N. Laclede St.
Webster Groves, MO 63119
(314) 963-0057
FAX (314) 963-0130
commairinc@aol.com

Dry Tech Cleanair

www.drytech.com
118-A Midtown Ct.
Hendersonville, TN 37075
1-877-379-8324
(615) 826-0330
FAX (615) 826-4809

Dust Free

www.dustfree.com
1112 Industrial
Royse City, TX 75189
1-800-441-1107
(972) 635-9564
FAX 1-800-929-9712
FAX (972) 635-2713

DOCUMENT DESTRUCTION

6.2.17

Secure-Shred

www.secure-shred.net
1026 E. Lakewood
Springfield, MO 65810
1-866-377-4733
(417) 885-1101
FAX (417) 885-1101
eric@secure-shred.net

Security-Shred

www.securityshred.com
16240 W. 110th St.
Lenexa, KS 66219
1-888-438-4118
(913) 438-4000
FAX (913) 438-8190
info@securityshred.com

PRESERVATION FRAMERS

6.2.18

For information on preservation framing, please contact the Missouri Secretary of State's conservation lab at (573) 526-3866.

Cottonstone Gallery

116 E. High St.
Jefferson City, MO 65101
(573) 634-7646

Lasting Impressions

12 McBaine Ave.
Columbia, MO 65203
(573) 874-0378
nburdick@socket.net

James Downey

Legacy Art & BookWorks, Inc.
www.legacyart.com
1010 E. Broadway
Columbia, MO 65201
(573) 442-0855
1-800-776-4924
legacy@legacyart.com

PAPER CONSERVATION

6.2.19

For additional assistance in locating and selecting a conservator, please contact the American Institute for Conservation at (202) 452-9545 or visit their website at <http://aic.stanford.edu/>. You may also contact the Missouri Secretary of State's conservation lab at (573) 526-3866 for conservation information.

Richard Baker

Richard Baker Conservation
www.richardcbaker.com
1712 (Rear) S. Big Bend Blvd.
St. Louis, MO 63117
(314) 781-3035
baker@richardcbaker.com

Nancy Heugh

Heugh-Edmondson Conservation Services
PO Box 10408
Kansas City, MO 64171-0408
(816) 283-0660
FAX (816) 283-0740
heughed@attglobal.net

Thomas M. Edmondson

Heugh-Edmondson Conservation
Services
PO Box 10408
Kansas City, MO 64171-0408
(816) 283-0660
FAX (816) 283-0740
heughed@attglobal.net

Mark Stevenson

PO Box 45326
Kansas City, MO 64171
(816) 931-4922

Sheba A. Haner

721 N. Taylor Ave.
Kirkwood, MO 63122
(314) 965-6814
FAX (314) 721-6172
conserv@slam.org

PHOTO CONSERVATION

6.2.20

For additional assistance in locating and selecting a conservator, please contact the American Institute for Conservation at (202) 452-9545 or visit their website at <http://aic.stanford.edu/>. You may also contact the Missouri Secretary of State's conservation lab at (573) 526-3866 for conservation information.

Thomas M. Edmondson

Heugh-Edmondson Conservation
Services

PO Box 10408

Kansas City, MO 64171-0408

(816) 283-0660

FAX (816) 283-0740

heughed@attglobal.net

Nancy Heugh

Heugh-Edmondson Conservation Services

PO Box 10408

Kansas City, MO 64171-0408

(816) 283-0660

FAX (816) 283-0740

heughed@attglobal.net

PAINTINGS CONSERVATION

6.2.21

For additional assistance in locating and selecting a conservator, please contact the American Institute for Conservation at (202) 452-9545 or visit their website at <http://aic.stanford.edu/>. You may also contact the Missouri Secretary of State's conservation lab at (573) 526-3866 for conservation information.

Hal Blagbrough

4404 Grace Ave.
St. Louis, MO 63116-4302
(314) 621-3202
FAX (314) 352-8370
bgallery@prodigy.net

Paul F. Haner

St. Louis Art Museum
1 Fine Arts Dr.
St. Louis, MO 63110
(314) 721-0072 ext. 260
FAX (314) 721-6172
conserv@slam.org

Sidney Larson

1408 Whitburn Dr.
Columbia, MO 65203-5172
(573) 499-3802

Susan G. Wood

3002 Geyer Ave.
St. Louis, MO 63104-1517
(314) 865-4777

TEXTILE CONSERVATION

6.2.22

For additional assistance in locating and selecting a conservator, please contact the American Institute for Conservation at (202) 452-9545 or visit their website at <http://aic.stanford.edu/>. You may also contact the Missouri Secretary of State's conservation lab at (573) 526-3866 for conservation information.

Zoe Perkins

St. Louis Art Museum

1 Fine Arts Dr.

Forest Park

St. Louis, MO 63110

(314) 721-0072 ext. 271

FAX (314) 721-6172

zap@slam.org

OBJECTS CONSERVATION

6.2.23

For additional assistance in locating and selecting a conservator, please contact the American Institute for Conservation at (202) 452-9545 or visit their website at <http://aic.stanford.edu/>. You may also contact the Missouri Secretary of State's conservation lab at (573) 526-3866 for conservation information.

John Barfield

910 Yeatman Ave.
St. Louis, MO 63119
(314) 963-9019

Paul L. Benson

Nelson-Atkins Museum of Art
4525 Oak St.
Kansas City, MO 64111-1873
(816) 751-1253
FAX (816) 561-7154
pbenson@nelson-atkins.org

Kathleen M. Garland

Nelson-Atkins Museum of Art
4525 Oak St.
Kansas City, MO 64111
(816) 751-1253
FAX (816) 561-7154
kgarland@nelson-atkins.org

Gary Keshner

www.creativerestoration.com
Creative Sculptures and Restoration
705 S.E. 11th St.
Lee's Summit, MO 64081-3047
(816) 554-1825
FAX (816) 525-7568
GaryKeshner@CreativeRestoration.com

Marianne Russell Marti

Russell-Marti Conservation Services, Inc.
60128 Gooseberry Hollow Rd.
California, MO 65018
(573) 796-2190
rmcs@sprintmail.com

Patrick F. Rice

Objects Conservation, Inc.
14915 Pocono Circle
St. Louis, MO 63017-2438
(314) 532-5107
pfrice@primary.net

Ireneusz Szelag

Szelag Art Conservation, Inc.
2509-A Woodson Rd.
St. Louis, MO 63114-5436
(314) 427-3006
ireks@aol.com

Phoebe Dent Weil

Northern Light Studio
1602 Locust St., Ste. 815-A
St. Louis, MO 63103
(314) 588-9680
FAX (314) 588-9681
phoebe@northernlightstudio.com

ARCHITECTURAL CONSERVATION

6.2.24

For additional assistance in locating and selecting a conservator, please contact the American Institute for Conservation at (202) 452-9545 or visit their website at <http://aic.stanford.edu/>. You may also contact the Missouri Secretary of State's conservation lab at (573) 526-3866 for conservation information.

Creative Sculptures and Restoration

Gary Keshner

www.creativerestoration.com

705 S.E. 11th St.

Lee's Summit, MO 64081-3047

(816) 554-1825

FAX (816) 525-7568

GaryKeshner@CreativeRestoration.com

Wollenberg Building Conservation, LLC

2320 Hampton Ave.

St. Louis, MO 63139

(314) 645-4949

FAX (314) 645-4990

wollenbergconservation@compuserve.com

